This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

+ *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
+ *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
+ *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
+ *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at `http://books.google.com/`

LANE MEDICAL LIBRARY STANFORD
W1 .B23 1897 STOR
Revised regulations for the government o
24503297871

LANE

MEDICAL LIBRARY

LEVI COOPER LANE FUND

Breitner, S. III.

REVISED REGULATIONS

FOR

THE GOVERNMENT

OF THE

UNITED STATES MARINE-HOSPITAL SERVICE.

APPROVED NOVEMBER 29, 1897.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1897

TREASURY DEPARTMENT.
Document No. 1987.
Office of Marine-Hospital Service.

523
1897

CONTENTS.

	Page.
Letter of promulgation	3
Article—	
I. Organization	5
II. Examinations, appointments, and promotions of commissioned officers	7
Examinations of candidates for promotion	9
III. Examinations, appointments, and promotions of noncommissioned officers and subordinates	12
Acting assistant surgeons	12
Internes	12
Hospital stewards	12
Attendants	13
IV. Compensation and allowance	14
Commissioned officers	14
Acting assistant surgeons	14
Internes	14
Hospital stewards	14
Attendants	15
Officers (in case of resignation)	15
V. Duties of commissioned officers	18
General	18
Professional	18
Sanitary	19
Executive	20
VI. Duties of noncommissioned officers and attendants	20
VII. Orders, assignments, and travel	22
Changes of station, etc	22
VIII. Leaves of absence, sick leave, and waiting orders	25
Leaves of absence for commissioned officers	25
Sick leave	27
Leaves of absence for noncommissioned officers	28
Leaves of absence for attendants	29
IX. Uniforms:	
Supervising Surgeon-General	30
Commissioned officers	31
Noncommissioned officers	31
Internes	32
Hospital stewards	32
Attendants	32
Quarantine service	32
X. Discipline	32
Boards of investigation (for commissioned officers)	33
XI. Station management	38
XII. Inspections	41
XIII. Relief stations	44
Definition and classification	44
XIV. Beneficiaries	45
XV. Relief	49
Out-patient relief	49
Stations of the first class	49
Stations of the second class	49
Stations of the third class	49
Stations of the fourth class	50

8969

Article—Continued.
XV. Relief—Continued. Page.
Hospital relief 50
Stations of the first class 51
Stations of the second class 52
Stations of the third class 53
Stations of the fourth class 54
Transportation of sick seamen 56
Insane seamen 56
Deceased seamen 57
XVI. Seamen of the Government services and foreign seamen 58
United States Navy and Coast Survey 58
Foreign seamen 58
Revenue-Cutter Service 59
Mississippi River Commission 59
Engineer Corps, United States Army 59
Life-Saving Service 60
Light-House Service 60
XVII. Custodians 60
Duties of 60
XVIII. Public property 64
Unserviceable property 65
XIX. Subsistence and contracts 66
XX. Requisitions 69
Medical supplies 69
Stationery, blanks, and books 69
Miscellaneous articles 69
XXI. Medical and surgical supplies 70
XXII. Purchases and bills 71
Emergency purchases 71
Bills and vouchers 72
XXIII. Receipts and disbursements 73
Miscellaneous receipts 73
Disbursements 74
XXIV. Records, reports, and correspondence 75
Records 75
Reports 77
Correspondence 78
XXV. Tonnage dues 80
XXVI. Hygienic laboratory 80
XXVII. Quarantine 81
XXVIII. Revenue-Cutter Service 82

APPENDIX.

Instructions relative to physical examinations 83
Instructions relative to autopsies 84
Diet tables 86
Ordinary diet 86
Extra diet 87
Milk diet 87
Allowance table of uncooked rations for hospital stewards 87
Laws in force relating to the Marine-Hospital Service 88
Calendar of official reports 89
Blanks and books 92
Blanks 92
Books 93
Stationery 94

TREASURY DEPARTMENT,
OFFICE OF THE SUPERVISING SURGEON-GENERAL,
UNITED STATES MARINE-HOSPITAL SERVICE,
Washington, D. C., November 29, 1897.

The following regulations for the government of the United States Marine-Hospital Service are hereby adopted, and will be enforced on and after December 1, 1897.

All regulations and circulars hitherto in operation which are inconsistent or in conflict with these regulations are hereby repealed.

One interleaved copy, which shall be designated as "official," will be kept among the records of each station in the custody of the officer in charge, and the necessary entries shall be made in it at the proper places whenever any part of these regulations may be altered or amended by the authority of the Department.

WALTER WYMAN,
Supervising Surgeon-General,
United States Marine-Hospital Service.

Approved.

L. J. GAGE,
Secretary of the Treasury.

EXECUTIVE MANSION, *November 29, 1897.*

Approved.

WILLIAM MCKINLEY.

ARTICLE I.

ORGANIZATION.

1. The corps of the United States Marine-Hospital Service shall consist of the commissioned and noncommissioned officers and the attendants of the Service, namely: Commissioned officers, the Supervising Surgeon-General, surgeons, passed assistant surgeons, and assistant surgeons; noncommissioned officers, acting assistant surgeons, sanitary inspectors, internes, and hospital stewards. The attendants are the pilots, engineers, and miscellaneous employees at relief stations. Organization

2. The Supervising Surgeon-General shall publish on the 1st of July and the 1st of January of each year an official list of commissioned and noncommissioned officers arranged in accordance with paragraph 3, and said official list shall be the official register of the Service as to grade and number, except as hereinafter modified. Official list of officers to be published.

3. The order of rank and precedence in the Service shall be as follows: Order of rank and precedence.

Supervising Surgeon-General.
Surgeon, according to seniority of commission.
Passed assistant surgeon, according to seniority of commission.
Assistant surgeon, according to seniority of commission.
Acting assistant surgeon, according to seniority of appointment.
Hospital interne, according to seniority of appointment.[1]
Senior hospital steward, according to seniority of appointment.
Junior hospital steward, according to seniority of appointment.

4. Commissioned officers of the Marine-Hospital Service shall rank relatively with commissioned officers of the Revenue-Cutter Service, as follows: Surgeon with captain; passed assistant surgeon with first lieutenant; assistant surgeon with second lieutenant. Relative rank with officers of the Revenue-Cutter Service.

When serving on boards with officers of the Revenue-Cutter Service, they shall take precedence according to date of commission in corresponding grades.

5. The official seal of the service shall be circular in form, bearing the words "Marine Hospital Service, 1798 U. S., 1871, and stars," surrounding a foul anchor and caduceus crossed as shown in the subjoined engraving. Official seal to be circular in form.

[1] See paragraph 133.

U. S. Stat. L., vol. 18, c. 130, p. 377.

6. The Supervising Surgeon-General shall be appointed by the President by and with the advice and consent of the Senate.

U. S. Stat. L., vol. 18, c. 130, p. 377.

7. The salary of the Supervising Surgeon-General of the United States Marine-Hospital Service shall be paid out of the marine-hospital fund at the rate of four thousand dollars per annum.

Sec. 4802, Rev. Stat., and act of Mar. 3, 1875.

8. The Supervising Surgeon-General shall be selected from among the surgeons when a vacancy occurs in that office.

Supervising Surgeon-General of the Marine-Hospital Service.

29 June, 1870, c. 169, s. 6, v. 16, p. 170. 3 Mar., 1875, c. 130, v. 18, p. 377. 29 Apr., 1878, c. 66, v. 20, p. 37. 4 Jan., 1889.

9. The Supervising Surgeon-General is charged by law with the supervision, under the direction of the Secretary of the Treasury, of all matters connected with the Marine-Hospital Service, and with the disbursement of the marine-hospital fund; the conduct of the quarantine service, and the publication of the weekly public health reports, and other information pertinent thereto.

Orders.

10. All officers and subordinates are subject to the orders of the Supervising Surgeon-General.

Ranking medical officer on duty as assistant to act in absence of the Supervising Surgeon-General.

Rev. Stat., 2d ed., 1878, secs. 178, 179.

11. During the temporary absence or sickness of the Supervising Surgeon-General the ranking medical officer on duty as assistant in the office of the Supervising Surgeon-General shall perform the ordinary routine duties until the termination of such absence or sickness, except the authorization of expenditures.

May designate assistants to issue orders.

12. The Supervising Surgeon-General may designate the assistants on duty in charge of divisions of his office to issue orders pertaining to the routine of their respective divisions in the matter of errors and corrections of accounts, returns, invoicing supplies on approved requisitions, and such communications to officers made "by direction of the Supervising Surgeon-General" shall be obeyed and respected accordingly.

Orders to be issued "by direction of the Supervising Surgeon-General."

13. All orders emanating from said assistants shall be issued "by direction of the Supervising Surgeon-General" and shall be obeyed and respected accordingly by those concerned.

To supervise officers and employees.

14. The Supervising Surgeon-General will exercise constant vigilance over officers and employees of the Service, and will cause prompt and impartial investigation to be made of any reported dereliction of duty.

To see that public property is duly accounted for.

15. The Supervising Surgeon-General will cause the property returns of commissioned and noncommissioned officers of the Marine-Hospital Service to be examined, and take care that all public property for which they are responsible is duly accounted for.

To prepare and revise regulations.

16. The Supervising Surgeon-General will prepare and revise, subject to the approval of the Secretary of the Treasury and the President, all regulations and instructions for the government of the officers and employees of the Marine-Hospital Service.

ARTICLE II.

EXAMINATIONS, APPOINTMENTS, AND PROMOTIONS OF COMMISSIONED OFFICERS.

Medical officers appointed by the President to be known as commissioned officers.

17. Medical officers of the Marine-Hospital Service required by law to be appointed by the President, by and with the advice and consent of the Senate, shall be known in these regulations as commissioned officers.

Requirements of persons applying for appointment as assistant surgeon.

18. Graduates of medicine desirous of undergoing examination for the position of assistant surgeon in the Marine-Hospital Service of the United States must make an application, addressed to the Supervising Surgeon-General, in their own handwriting, requesting permission to appear before the board of examiners. Applicants for examination should state their age, date, and place of birth, present legal residence, and whether they are citizens of the United States, and name of medical school and college of which they are graduates, and furnish testimonials from at least two persons as to their professional and moral character.

Applicants submitting false testimonials, etc., to be disqualified for appointment.

19. Any applicant for appointment who shall submit false testimonials as to his character, or who shall give a false certificate of age, or make any false statement in his application, or to the board of examiners, shall be disqualified for appointment; or, if appointed before such false statement is discovered, shall be dismissed from the Service.

Qualifications for appointment.

20. No person will be appointed an assistant surgeon whose age is less than 21 or more than 30 years, and, as a preliminary to a recommendation for appointment, the applicant must have been graduated in medicine at some respectable medical college, and must pass a satisfactory physical, academic, and professional examination before a board of commissioned officers.

Subject to change of station.

21. Commissioned officers will not be appointed to any particular station, but to the general service. They will be subject to change of station, as the exigencies of the Service may require, and shall serve in any part of the United States or wherever assigned to duty.

Examination of applicants for appointment.

22. A board of commissioned officers will be convened from time to time by the Supervising Surgeon-General for the purpose of examining applicants for appointment. This board shall consist of three or more commissioned officers, of whom the senior shall be chairman and the junior recorder of the board.

Board of examiners to report standing of applicants.

23. The board of examiners will make a true report on the merit roll (Form 1936) of the actual and relative standing of applicants and transmit the examination papers, with their recommendation in each case, to the Secretary of the Treasury through the Supervising Surgeon-General. The maximum mark in any one branch of the examination shall be 100, and no applicant will be recommended for appointment who fails to receive an average grade of 80 in the ratings on the topics named in paragraphs 26 and 28.

Board to conduct all examinations.

24. All academic and professional examinations for appointment shall be conducted by said board of medical officers, and the order of examinations shall be—

1. Physical.
2. Academic.
3. Professional.
4. Clinical.
5. Personal (including general aptitude and moral fitness).

Physical examination.

25. The physical examination will be made according to the rules elsewhere given; the examiners must pay special attention to conditions that may impair efficiency or cause early placing on "waiting orders," such as hereditary diseases, overstrain of nervous system, impaired vitality from excesses of any kind. Applicants should be required to give an explicit statement of any severe illness or injury, and of the cause of death of near relatives, and certify that they believe themselves free from any ailment—mental or physical—or defect which would disqualify them for active service in any climate.

Academic examination.

26. The board will examine the applicant orally as to his proficiency in general literature, language, history, and geography of the United States in particular, and such branches of general science as they may in their discretion think pertinent.

Examinations to be in writing.

27 The written examinations of applicants for appointment will begin with a short autobiography of applicant, in which he will concisely state: Whether married or single; the date and place of his birth; the school, institution, or college at which he received his general education; the several branches studied, including his knowledge of general literature and of the ancient and modern languages; the exact title of the medical school or schools at which he received instruction and the date of his graduation; the name and place of residence of his preceptor and the time when he commenced the study of medicine; also the titles of the text-books studied on chemistry, anatomy, physiology, histology, materia medica, pharmacy, therapeutics, theory and practice of medicine, principles and practice of surgery, medical jurisprudence, toxicology, obstetrics, hygiene, biology, pathology, bacteriology, and physics; the opportunities he has had of engaging in the practice of medicine, surgery, and obstetrics or of receiving clinical instruction; and whether he has been a resident physician or interne in a civil or military hospital, and the number of cadavers or parts of cadavers he has dissected while at college or elsewhere. The candidate will append to this statement his name in full, post-office address, and his local address at the date of the examination.

Examination to consist of written exercises, etc.

28. The remainder of the written examination of applicants for appointment will consist of questions on (1) anatomy; (2) physiology; (3) chemistry; (4) materia medica and therapeutics; (5) practice of medicine; (6) practice of surgery; (7) obstetrics and diseases of women; (8) hygiene; (9) pathology and bacteriology; (10) reports on selected cases at a hospital. These cases will be selected by the examiners so as to give at least two—one medical and one surgical case—to each applicant.

29. This examination will further consist of such inquiries as may tend to develop the general aptitude of the person for the special duties required of a commissioned officer in the service and to show his moral qualifications for the position of trust and responsibility which he will assume when appointed.

General aptitude.

30. When practicable, applicants for appointment will be required to perform such surgical operations on the cadaver as may be directed by the examiners.

Operative surgery.

31. The passing of an examination will not be considered as giving assurance of appointment; as, in case there should be more successful candidates than vacancies, the Secretary of the Treasury will select for recommendation to the President those of the highest attainments, as shown by their relative standing on the roll reported by the board of examiners.

Successful examination does not assure appointment.

32. No qualified applicant will be eligible for appointment more than one year. If not appointed within that time he may be reexamined, unless he has passed the limit of age provided in paragraph 20, when, if successful, he will take position with the class last examined.

Qualified candidates eligible for one year.

33. An applicant for appointment failing at one examination may be allowed a second examination after one year if he has not passed the limit of age as provided in paragraph 20, but he shall not be allowed a third examination.

Unsuccessful applicants may be reexamined.

34. When an applicant for appointment has shown by his papers on the four branches—anatomy, physiology, chemistry, and materia medica—during the progress of his examination that he is deficient to such an extent that it would be impossible for him to reach the required general average in all branches, the board of examiners may, in its discretion, reject this applicant without further examination.

Applicant may be rejected without further examination.

35. Before the applicant had demonstrated his inability to pass the examination the board in its discretion may accord the applicant privilege to withdraw, but in this event the applicant shall not be eligible for another examination for a period of one year.

Applicant may withdraw from examination.

EXAMINATION OF CANDIDATES FOR PROMOTION.

36. A board of commissioned officers will be convened from time to time by the Supervising Surgeon-General for the purpose of examining candidates for promotion. This board shall consist of three commissioned officers, of whom the senior shall be chairman and the junior recorder of the board. The board will make a true report on the merit roll (Form 1936) of the actual and relative standing of the candidates for promotion and transmit the examination papers with its recommendations to the Secretary of the Treasury, through the Supervising Surgeon-General.

Board to examine candidates for promotion.

37. Examinations for promotion will be made chiefly in writing, but may be supplemented, in the discretion of the examiners, by an oral examination on any subject connected with the official and professional duties of the officer. Candidates for promotion, of whatever rank, must show themselves proficient in all the regula-

Examinations for promotion.

tions governing the Service. The examiners will also examine carefully the record of the service of the officer as furnished from the Bureau, and shall give due consideration thereto in making their recommondations. No officer will be recommended for promotion who shall be found physically disqualified.

Information concerning fitness of candidates to be furnished board of examiners.

38. Previous to the examination of an officer for promotion the Supervising Surgeon-General shall cause to be sent to each officer under whom the candidate has served a list of interrogatories which shall be answered by the said officers and returned to the Bureau. These completed papers shall be furnished to the board of officers examining said candidate for promotion. When reports adverse to the character of the candidate are made he shall be furnished a copy of same.

Board of examiners to observe seniority.

39. Boards of examiners, in making recommendations and in deciding on the relative merit and fitness of several passed assistant or assistant surgeons examined for promotion at any one time, will be governed by seniority, unless there are specific reasons for waiving it.

Physical unsoundness of candidates to be specially reported.

40. When an officer fails to pass the physical examination required for promotion, the board of examiners shall report in detail the physical condition of said candidate, and if it shall appear that his condition is the result of irregular or dissipated habits, the case shall be reported as requiring investigation by a board convened in accordance with paragraph 248. If it is the result of disease or disability contracted in the line of duty he shall be recommended for "waiting orders," or special duty of a light character.

Officers on waiting orders or special duty, on account of physical disability, may be ordered before a board for examination.

41. When an officer has been rejected on account of physical disability, and is placed on waiting orders or special duty, and it shall subsequently appear, by competent medical evidence, that he has progressed to recovery, the Supervising Surgeon-General may order him to present himself before a board of officers for reexamination, and if found to be physically qualified for promotion the examination provided for his grade shall be continued by said board, and if he passes same he shall be entitled to promotion to the first vacancy occurring in the next grade.

Promotion of assistant surgeon.

42. Assistant surgeons, at the expiration of five years' service, shall be entitled to an examination for promotion to the grade of passed assistant surgeon, as hereinafter specified, and they will be ordered to appear before a board of commissioned officers for this purpose. Failing to pass the first examination, they shall be allowed a second examination, but not until after the expiration of one year, and shall be ordered to appear for said examination as soon after the expiration of the year as practicable.

Assistant surgeons to apply for examination for promotion.

43. Assistant surgeons shall, thirty days prior to the expiration of their five years' service, make application for examination for promotion.

Requirements of assistant surgeon for promotion.

44. An assistant surgeon, in order to be recommended for promotion, must obtain an average mark of 80 per cent, and not less than 70 in any of the following branches: (1) Anatomy; (2) physiology;

(3) chemistry; (4) materia medica and therapeutics; (5) practice of medicine; (6) practice of surgery; (7) obstetrics and diseases of women; (8) hygiene; (9) pathology and bacteriology. The examination to be written, and he must satisfy the board that he has been diligent in keeping himself informed of the progress and improvements in the practice of his profession since his appointment into the Service, and in addition to the above he must pass a physical examination.

A second examination allowed.

45. When an assistant surgeon fails in one examination for promotion, he shall be allowed a second examination at the expiration of a year, but, again failing, he will not be allowed a third examination, and will be reported to the Secretary of the Treasury as not qualified for promotion.

Resignation of assistant surgeon to be requested.

46. An assistant surgeon reported as above (paragraph 45) shall be requested by the Secretary of the Treasury to tender his resignation.

Promotion of passed assistant surgeons.

47. A vacancy in the grade of surgeon will be filled by promotion from among the passed assistant surgeons, who shall be eligible to promotion to the grade of surgeon in the order of seniority, but such officer will not be promoted until he shall have passed a satisfactory professional examination in writing in the practice of medicine, surgery, hygiene, hospital and quarantine management, and regulations of the service, in addition to a physical examination. He shall be required to make an average marking of 80 per cent on the above-mentioned subjects.

Passed assistant surgeons who are eligible for promotion to the grade of surgeon shall be ordered to appear before a board of commissioned officers for that purpose. Failing to pass this first examination, they shall be allowed a second examination after the expiration of one year, and shall be ordered to appear for said examination as soon thereafter as practicable.

A second examination allowed.

48. When a passed assistant surgeon fails in one examination for promotion he shall be allowed a second examination at the expiration of one year, but again failing, he will not be allowed a third examination, and will be reported to the Secretary of the Treasury as not qualified for promotion. When thus reported he shall be placed in the official register of the Service as "not in the line of promotion."

Disabled officers to be ordered before a board of examiners.

49. When an officer reports himself or is reported unfit to perform his official duties by reason of disease, injury, or age, he shall be ordered by the Supervising Surgeon-General, if, in his opinion, it is necessary, to appear before a board of commissioned officers, who shall thoroughly examine him, and if it shall appear that the disability is the result of irregular or dissipated habits, the case shall be reported as requiring investigation by a board convened in accordance with paragraph 248. If it be the result of disability in the line of duty, the board shall recommend him for "waiting orders," or for special duty of a light character.

Board for physical examination to consist of two or more members.

50. A board convened for the physical examination of an officer of the Service shall consist of two or more commissioned officers.

ARTICLE III.

EXAMINATIONS, APPOINTMENTS, AND PROMOTIONS OF NONCOMMISSIONED OFFICERS AND SUBORDINATES.

ACTING ASSISTANT SURGEONS.

Qualifications for appointment.

51. Candidates for appointment as acting assistant surgeons must be competent physicians and surgeons of good moral and professional standing, and must be graduates of a reputable medical college.

To pass a civil service examination.

52. Acting assistant surgeons whose compensation exceeds $300 per annum are required, preliminary to appointment by the Secretary of the Treasury, on the recommendation of the Supervising Surgeon-General, to pass a successful examination under the rules prescribed by the United States Civil Service Commission.

By whom appointed.

53 Acting assistant surgeons, whose compensation is $300 per annum or less, will be appointed by the Secretary of the Treasury, upon the recommendation of the Supervising Surgeon-General.

INTERNES.

By whom appointed.

54. Internes will be appointed by the Secretary of the Treasury upon the recommendation of the Supervising Surgeon-General, after passing a satisfactory examination conducted by the commanding officers of the stations to which they are to be assigned for duty.

Must be graduates in medicine.

55. Applicants for the position of interne must be graduates of reputable medical colleges, and must furnish satisfactory certificates relative to their moral character and professional capacity. No applicant will be appointed interne who is married or who is under 21 or over 28 years of age.

Internes entitled to quarters.

56. Quarters for internes shall be assigned by the commanding officer, subject to the approval of the Supervising Surgeon-General.

HOSPITAL STEWARDS.

By whom appointed.

57. Hospital stewards will be appointed by the Secretary of the Treasury upon the recommendation of the Supervising Surgeon-General after passing a successful examination under the rules prescribed by the United States Civil Service Commission.

Must be graduates in pharmacy.

58. Applicants for this position must be graduates of pharmacy, furnish certificates of good moral character, and pass a satisfactory physical examination. No applicant will be examined or appointed who is under 21 or over 30 years of age.

How graded.

59. Hospital stewards shall be divided into two grades, senior and junior, and original appointments shall be to the grade of junior hospital steward.

Promotions.

60. Promotions, according to seniority or merit, will be made, after three years' service, from the junior to the senior grade, after due examination on subjects connected with their official duties. Said examination shall be in writing and the questions shall be prepared under the direction of the Supervising Surgeon-General.

Previous to said examination the Supervising Surgeon-General shall cause to be sent to each officer under whom the said steward has served a list of interrogatives which shall be answered by said officers and returned to the Bureau. If their record of efficiency, honesty, and sobriety is not good, they will not be promoted.

ATTENDANTS.

To be known as attendants.

61. Subordinate employees below the grade of hospital steward in the United States Marine-Hospital Service shall be known and rated as attendants, and will be borne on the roll as such. They shall be required to perform whatever duties may be assigned to them by the commanding officer or the hospital steward acting under his orders.

To file application for appointment.

62. Applicants for the position of attendant will be required to file an application on the blank furnished by the Civil Service Commission (which blank may be obtained at any of the marine hospitals or quarantine stations), showing age, experience, and other qualifications. Each applicant will also be required to have the medical certificate on the application blank filled out by a medical officer of the Marine-Hospital Service.

Qualifications of engineers.

63. Applicants for the position of engineer on quarantine duty must have a license from the United States local inspector of steam vessels or present other satisfactory evidence of capacity. They must be qualified to take charge of the engines of quarantine boats and naphtha launches, and must also understand the management of stationary engines and boilers. Applicants for the position of engineer at a marine hospital must furnish satisfactory evidence that they are competent machinists, be able to make repairs to gas and steam pipes, etc., and must also have some knowledge of electric lighting. Applicants for the position of engineer are required to pass a satisfactory physical examination.

Names of qualified applicants to be entered upon a register of eligibles.

64. Upon receipt of applications by the commanding officer they will be examined, and the names of applicants who may be found to be qualified as to age, character, experience, and physical condition, after an examination by the commanding officer, will be entered upon a register of eligibles (kept at the station), the relative standing of each applicant upon such register being determined after a due consideration of the elements of character, age, experience, and physical condition, as demonstrated in the examination.

Vacancies—how filled.

65. When a vacancy occurs, selection will be made of one of the names of the three applicants standing highest on the register who have applied for employment at the station where the vacancy exists. The commanding officer will forward the name so selected (through the Marine-Hospital Bureau) to the Department for approval.

Transcript of register of eligibles to be forwarded to the Department.

66. A transcript of the register of eligibles shall be forwarded (through the Marine-Hospital Bureau) to the Department, and all additions to said register shall be promptly transmitted in the same manner.

Changes of hospital attendants to be reported.

67. Commanding officers will report immediately any changes made in the personnel of the attendants, stating in each case the full name and duties of the person employed or whose services have been terminated and the reasons for the change made.

Offer of positions to attendants.

68. When a vacancy occurs among attendants at a station the officers on duty at said station shall not offer the position to an attendant then employed at any other station.

Only males eligible as attendants.

69. On account of the character of services required and the regulations in respect to uniforms for attendants, males only shall be eligible for the position of attendant.

ARTICLE IV.

COMPENSATION AND ALLOWANCES.

COMMISSIONED OFFICERS.

Compensation.

70. The compensation of commissioned officers, when not provided for by statute, shall be fixed at a uniform annual rate for each rank as follows, viz: Surgeons shall receive $2,500 per annum; passed assistant surgeons shall receive $2,000 per annum, and assistant surgeons shall receive $1,600 per annum; and after five years' service an additional compensation of 10 per cent on the annual salary for each five years' service shall be allowed commissioned officers above the rank of assistant surgeon, but the maximum rate shall in no case exceed 40 per cent. Said officers placed on "waiting orders" for a period longer than two months shall receive 75 per cent of the pay of their respective ranks while so placed.

Waiting-orders pay.

ACTING ASSISTANT SURGEONS.

Compensation.

71. The compensation of acting assistant surgeons shall be fixed by the Secretary of the Treasury at annual rates and according to the extent and importance of the service at their respective stations.

INTERNES.

Compensation.

72. There is no fixed salary attached to the position of interne, but quarters (one room), subsistence, and laundering will be allowed.

HOSPITAL STEWARDS.

Compensation.

73. The compensation of hospital stewards shall be at the following annual rates, viz: Senior hospital stewards shall receive $720 per annum; junior hospital stewards shall receive $600 per annum. At the expiration of five years' service they shall receive $792 per annum, and at the expiration of ten years' service they shall receive $864 per annum.

Allowances.

74. Hospital stewards, when on duty at United States marine hospitals or quarantine stations, shall be entitled to quarters, subsistence, fuel, lights, and necessary laundry work, and when on duty at stations where there are no quarters belonging to the Service, they shall be entitled to commutation therefor at the rate of $25 a month.

Quarters.

75. Quarters for the hospital stewards on duty at marine hospitals and quarantine stations shall be assigned by the commanding officer, subject to the approval of the Supervising Surgeon-General.

76. Hospital stewards will be allowed medicines and surgical appliances in stock at the stations for themselves and families when sick. Medicines allowed.

77. Hospital stewards, when on duty at United States marine hospitals and quarantine stations, shall be entitled to subsistence. The ration drawn by the steward may be either cooked or uncooked, as hereinafter provided, and in either case will include only those articles which are embraced in the annual contracts in force at their respective stations, and will be drawn for subsistence only. A cooked ration shall be furnished to unmarried stewards, and it must be served from the hospital kitchen. To provide for stewards with families, an uncooked ration shall be drawn according to prescribed schedule adopted as an allowance table for this purpose. See Appendix. Entitled to subsistence.

78. A special record will be kept in a subsistence storeroom book of articles drawn by the steward, in accordance with the ration specified in the appendix. Record of subsistence to be kept.

ATTENDANTS.

79. The compensation of attendants shall be fixed by the Secretary of the Treasury on the recommendation of the Supervising Surgeon-General. Compensation.

80. Attendants when on duty at a marine hospital or quarantine station shall be entitled to quarters, fuel, light, subsistence, and plain laundry work, and medicines and medical attendance during temporary illness. Allowances.

81. Quarters for attendants shall be assigned by the commanding officer. Quarters.

82. Attendants on duty at marine hospitals and quarantine stations, who may be taken sick or injured in line of duty, shall be cared for by the Marine-Hospital Service for a period of thirty days. If the illness extend beyond this period the case shall be referred to the Bureau for action. Sick or disabled attendants to be cared for.

83. In case of the death of an attendant, the Department must be notified at once, and if the deceased person leaves an estate rendering the appointment of an administrator necessary, the commanding officer will forward to the Supervising Surgeon-General a pay roll in favor of the deceased for the amount due including the date of death, duly receipted by the administrator. A certified copy of the letters of administration must be attached to the pay roll. If the deceased leaves no estate, the widow, next of kin, or other heirs or representatives will be required to make an affidavit to that effect on a form which will be furnished by the Department. If this shall be approved by the proper officers, the amount found due will be forwarded to the commanding officer for delivery to the proper person. Department to be notified of death of an attendant.

OFFICERS.

84. An officer who tenders his resignation while on duty will receive pay to include the date on which he receives notice of acceptance, if he continue on duty until that time; or if sooner relieved from duty, to include the date of relief. An officer whose Compensation in case of resignation.

resignation takes effect while on leave will be paid to include date of acceptance.

When officers to receive pay.

85. Commissioned officers and noncommissioned officers of the Marine-Hospital Service shall receive compensation only when on duty, sick, under orders, or on authorized leave.

Compensation of officers and attendants paid monthly.

86. The compensation of commissioned and noncommissioned officers and attendants in the Marine-Hospital Service shall be paid at the close of each month by check on the assistant treasurer of the United States payable to the officer or attendant, with such exceptions only as are provided for in these regulations.

Pay rolls: form 1939, form 1940a, form 1940b, form 1940c.

87. On the 23d day of each month officers in command will make out pay rolls in duplicate, of the officers and attendants serving under them, and forward the same to the Supervising Surgeon-General. This provision does not apply to the stations on the Pacific Coast, where the officers and attendants will be paid by the customs officers on presentation of the pay roll properly signed and certified.

Pay rolls to conform to official salary table.

88. In preparing the pay rolls of the Service, the Government salary tables furnished by the Treasury Department will be adhered to in all cases where the compensation is at a monthly or yearly rate.

Salary to begin from oath of office.

89. The first payment of the salary of an officer or attendant after appointment or promotion will be reckoned from the date of his oath of office, inclusive.

Officers ordered from the Pacific Coast to furnish certificate of payment of salary.

90. Officers and subordinates stationed on the Pacific Coast, when leaving that section under permanent orders for duty at a station where salaries are paid by disbursing officer's check as provided in paragraph 86, must obtain from the collector of customs of the port where they have been serving a certificate showing to what date they have been paid, and forward same to the Bureau.

Officers ordered from the Pacific Coast may receive salary due.

91. Upon receipt by an officer or subordinate stationed on the Pacific Coast of orders transferring him to another station, the collector of customs may pay whatever of his salary is then due and issue to him the certificate prescribed in paragraph 90.

Payment of allotments to families of officers.

92. Allotments of pay for the support of the families or other relatives of officers of the Marine-Hospital Service may be authorized on application by the officer, at the discretion of the Department, for a sum not to exceed in any case 70 per cent of the monthly pay of the officer desiring it and for such time only as he may be stationed apart from his family on public duty. It shall be payable under the same rules which govern the manner of payment to officers.

Commutation of quarters.

93. When a commissioned officer is serving at a station on active duty where there are no quarters belonging to the Service, he shall receive commutation for quarters at the following montly rate, allowed medical officers of the Army of the same relative rank, viz: For surgeons, for four rooms, fuel, and lights, commutation $50 a month; for passed assistant surgeons, for three rooms, fuel, and lights, $40 a month, and for assistant surgeons, for two rooms, fuel, and lights, $30 a month. When on duty on board a revenue cutter or quarantine vessel or on waiting orders officers will not be allowed commutation.

94. An officer does not lose his right to quarters at his permanent station by a temporary absence on duty. While he continues to hold that right, and exercises it by constructive occupation or use of any kind, he can not legally demand quarters or commutation therefor at any other station. Exceptions to this rule can be made only by the Secretary of the Treasury.

Right to quarters not lost by temporary absence on duty.

95. The allowance of quarters or commutation therefor, to which an officer is entitled when on duty, may be continued in kind at his proper station during leaves of absence authorized by law or regulation or when on special temporary duty. An officer under suspension has the same right to quarters as when on duty status.

Entitled to commutation at station during leave of absence or when on temporary duty.

96. Quarters at each marine hospital or quarantine station shall be assigned by the Supervising Surgeon-General to the commanding officer, and such other apartments as may be available for quarters for additional officers shall be assigned by the commanding officer to junior officers on duty, according to rank and seniority, subject to the approval of the Supervising Surgeon-General.

Assignment of quarters.

97. An officer may waive his right to the quarters appertaining to his rank in favor of a junior, such waiver to be approved by the commanding officer and reported to the Marine-Hospital Bureau, and to remain in force only during the detail of the officer making the waiver at that station.

Right to quarters may be waived.

98. Commissioned officers when attached to a marine hospital or quarantine station shall, when practicable, receive quarters, necessary household furniture for same, fuel, and the necessary privileges of the lighting and water-supply system of the station.

Commissioned officers to receive quarters, furniture, etc.

99. Articles of furniture when purchased for and assigned to the specified quarters of a commissioned officer shall not be changed to other quarters without special authority from the Bureau.

Furniture assigned to specified quarters not to be changed.

100. Medicines and surgical appliances in stock at the station will be allowed commissioned officers for themselves and their families when sick, but they will not be allowed other hospital supplies. When on duty at a United States marine hospital or quarantine station, they may, however, be temporarily furnished subsistence for themselves and their families in special cases when authorized by the Supervising Surgeon-General, but in such event the officer will reimburse the Service the proper cost thereof.

Officers allowed medical supplies and, in special cases, subsistence supplies.

101. The term "medical supplies" will be understood to include only articles specified as such on the medical supply table.

Defining medical supplies.

102. In the case of the death of an officer payments, when duly authorized, are only to be made to the legal representative of such person, according to the forms of law. No departure from this rule will be sanctioned unless authorized by instructions from the Secretary of the Treasury, to whom a report of the case must be made, together with the reasons for dispensing with legal forms.

Payment of salaries of deceased officers.

103. Officers will not be permitted to keep within the hospital grounds any animal for their own use without permission of the Supervising Surgeon-General, nor will they allow any other than authorized animals to be so kept.

Officers not to keep animals for private use.

Entitled to subsistence and laundering when quartered on vessels.

104. Commissioned and noncommissioned officers, when quartered on the vessels of the Service in commission, shall be entitled to subsistence and laundering.

Final accounts of officers not to be paid until property returns are settled.

105. The final accounts of officers and subordinates of the Marine-Hospital Service will not be paid until their property returns shall have been examined and found to be correct.

Period for which an officer is entitled to full pay on leave.

106. In determining the period for which an officer is entitled to full pay on leave, time within four successive leave years, terminating with the one in which absence is taken, will be considered. If the absence does not cover the entire period for which the full pay is allowed, the balance thereof will be placed to the officer's credit as belonging to the last year or years of the four considered, and may be made available for future leave.

Must cite on pay roll the date of authority granting or extending sick leave.

107. To entitle him to full pay during absence on account of sickness an officer must cite on the pay roll the date of the authority granting or extending his sick leave. During the time necessarily consumed in making the journey to his post an officer joining from sick leave is entitled to full pay as if on duty.

Quarters for unauthorized persons.

108. Quarters or subsistence will not be furnished in United States marine hospitals to persons who are not employed therein by authority of the Treasury Department, except in extraordinary cases, upon specific authority from the Secretary of the Treasury in each case.

ARTICLE V.

GENERAL DUTIES OF COMMISSIONED OFFICERS.

General duties.

109. The duties of commissioned officers of the Service are professional, sanitary, and executive.

Laws, regulations, and general orders.

110. Every commissioned officer of the Marine-Hospital Service shall make himself familiar with the laws relating thereto, and with such regulations and general orders for the government of the Service as may from time to time be issued by the Secretary of the Treasury and the Supervising Surgeon-General.

PROFESSIONAL DUTIES.

Professional duties defined.

111. The professional duties of commissioned officers are to examine all applicants for relief, to prescribe for and furnish outpatient or hospital treatment as may be required, and to make physical examinations of the seamen of the several Government services and the merchant marine, under such regulations as shall hereinafter appear.

To examine seamen, cadets, enlisted men, etc., as to their physical condition.

112. Commissioned officers will, upon the application of the United States shipping commissioner, or of the master or owner of any United States vessel engaged in the foreign, coastwise, or inland navigation trade, examine as to his physical condition any seaman brought to them for that purpose, and will give a certificate (Form 1928) as to his fitness or unfitness for service. They will physically examine, in accordance with existing regulations governing physical examinations, any foreign seamen sent them for that purpose by

the duly authorized agent of a foreign line, or by the consul representing the nation to which the vessel belongs. A fee of $1 will be charged for each examination of a foreign seaman, and fees so received will be deposited with the collector of customs in the same manner as donations to the marine-hospital fund. Officers will also, upon the application of the proper authority, examine cadets, enlisted men, and persons desiring to enlist in the Revenue-Cutter, Life-Saving, Coast-Survey, and Light-House services, or to instruct them in the mode of resuscitating persons apparently drowned. No fee will be charged for this service. They will also examine alien immigrants when detailed for that purpose.

To examine applicants for pilot's license.

113. Whenever officially requested by the local inspectors of steam vessels or other proper officers, commissioned officers will examine applicants for pilot's license as to sense of hearing, color perception, and general visual capacity, and will give a certificate accordingly.

No fee to be charged.

114. No fee will be charged by any officer of the Marine-Hospital Service for the medical examination of seamen of the United States merchant marine or for making a certificate as to their physical condition.

Reports of necropsies to be made.

115. A post-mortem examination and report is required in all cases possible. The necropsy shall be made and the report signed by a commissioned officer or acting assistant surgeon. The commanding officer will affix his initials and forward the report to the Bureau as soon as completed.

Necropsies.

116. All medical officers on duty at a station shall be present at necropsies whenever practicable.

SANITARY DUTIES.

To enforce national quarantine rules and regulations. Apr. 29, 1878, s. 3; Feb. 15, 1893.

117. It shall be the duty of commissioned officers to enforce the national quarantine rules and regulations; but no additional compensation shall be allowed said officers by reason of such service as they may be required to perform except actual and necessary traveling expenses.

Sanitary duties. Apr 29, 1878, s. 3; 20 Stat. L., p. 38, par. 4792, Rev Stat.; act Aug. 1, 1888; act Feb. 15, 1893.

118. Commissioned officers shall obey the local health laws in force at their respective stations when not in conflict with national health laws or regulations; execute or aid in executing the restraints of national quarantine laws, when declared to be in force at their respective stations; conduct the national quarantine service, and inspect the various hospitals where seamen are treated, under such regulations as shall hereinafter appear.

To comply with local health laws.

119. Commissioned officers will inform themselves fully as to the local health laws and the regulations based thereon in force at their respective stations, and will comply therewith unless in conflict with national laws and regulations.

To report presence of epidemics.

120. Commissioned officers will report forthwith to the Supervising Surgeon-General any important event or fact that may come to their knowledge bearing upon the importation, outbreak, or spread of cholera, yellow fever, small pox, typhus fever, or other epidemic disease at or near their respective stations, and will use the telegraph for this purpose, if necessary. They will also collect and

report mortality and morbidity statistics, when so directed by the Supervising Surgeon-General.

To vaccinate seamen.

121. Upon the outbreak of smallpox at or near a relief station commissioned officers will vaccinate such seamen as may come to the marine-hospital office for the purpose; and officers are authorized at all times to visit vessels to examine and vaccinate crews.

Revenue-Cutter Service; advice to commanding officers.

122. Commissioned officers shall, when requested, advise the commanding officers of the Revenue-Cutter Service relative to sanitary measures necessary to be adopted on vessels of that service to preserve the health of the crews.

EXECUTIVE DUTIES.

To keep records, preserve public property, etc.

123. The executive duties of a commissioned officer are to keep all records relating to relief at the station, to preserve the public property in his charge, to act as custodian (ex officio) of the buildings and grounds, and to supervise all subordinate officers and attendants and the administration of the Service at the port.

Not to have interest in contract hospitals.

124. No commissioned officer of the Marine-Hospital Service shall, either directly or indirectly, receive pay or emolument or have any pecuniary or material interest in any hospital in which patients of the Marine-Hospital Service are cared for.

Official seal.

125. All official certificates issued under these regulations will be stamped with the official seal of the Service.

ARTICLE VI.

GENERAL DUTIES OF NONCOMMISSIONED OFFICERS AND ATTENDANTS.

General duties.

126. General duties of acting assistant surgeons are, when placed in charge of stations of the Service, to perform the same general duties (executive, sanitary, and professional), as are required of commissioned officers of the Service in so far as they are applicable to the stations which they command.

Shall become familiar with the regulations.

127. Every noncommissioned officer of the Marine-Hospital Service shall make himself familiar with the regulations governing the Service, and such additions to and modifications of them as may from time to time be issued by the Department, and be governed thereby.

Duties at stations of class 1 or 2.

128. Acting assistant surgeons on duty at stations of the first or second class shall perform such duties as may be assigned to them by the commanding officer.

Not to have interest in contract hospitals.

129. No acting assistant surgeon of the Marine-Hospital Service shall, either directly or indirectly, receive pay or emolument or have any pecuniary or material interest in any hospital in which patients of the Marine-Hospital Service are cared for.

Duties at stations of class 3.

130. Acting assistant surgeons on duty at stations of the third class will be required to perform the same official duties as the commissioned officers, with the exception that they will not issue relief certificates nor hospital permits nor keep the register of permits,

except when so ordered by the Supervising Surgeon-General, and will not be subject to change of station unless with their consent.

Responsible for property.

131. Acting assistant surgeons in charge of relief stations will be held responsible for the proper and economical conduct of the Service at said stations and for the care and preservation of all public property in their charge.

Duties of internes.

132. The duties of an interne are to assist the commanding officer in the professional work of the station and in keeping the clinical records.

Authorized to give orders.

133. Internes are authorized to give orders to hospital stewards only in matters pertaining to the professional care and treatment of patients.

General duties of hospital stewards.

134. The general duties of a hospital steward shall be to oversee the duties of the attendants, to report dereliction of duty among the attendants to the commanding officer, to issue supplies to the attendants, to supervise the cleaning of the various buildings of the station, and to assist in preserving order in and about the buildings and grounds. He shall exercise the attendants once each week in the fire drill, in accordance with paragraph 507, regulations.

Daily inspection.

135. The senior or junior hospital steward will make daily inspection of the wards, kitchen, and quarters of attendants, giving particular attention to cleanliness and proper preparation of food.

Junior steward subject to orders of senior steward.

136. When there are two stewards on duty at a station the junior is subject to orders from the senior, but such orders shall always be in accordance with the regulations and the rules issued by the commanding officer.

Important orders not to be sent one attendant through another.

137. The steward shall not send important orders to one attendant through another, but the attendant may be sent for to receive the order, and the steward's duty is not completed until he has seen that the order has been carried out properly.

To make daily inspection of meals.

138. It shall be the duty of the hospital steward to inspect the meals of attendants and patients daily and see that they are properly cooked and served and that order is maintained.

To instruct attendants.

139. The steward shall instruct each new attendant as to his duties and read and explain to him the regulations governing attendants.

Daily record to be kept of stores received and issued.

140. It shall be the duty of hospital stewards to procure the subsistence and other supplies as directed by the commanding officer, to keep a record, by weight and measure, of all the stores received, and also of the stores issued each day to the cook or patients or to stewards, and to compound and dispense such medicines as may be prescribed.

To receive supplies in person.

141. The steward must receive all supplies in person. By receiving, is meant weighing or measuring, and, if practicable, at the time of delivery and in the presence of the person delivering.

To keep accounts and records.

142. Hospital stewards shall keep such accounts and records pertaining to the management of the Service as may be directed by the commanding officer, and, unless otherwise ordered, at the discretion of said officer, shall keep the following accounts and books:

Property record.

Monthly report of subsistence.

Inventory of patient's effects.
Record of subsistence and other supplies.
Inventory of medical supplies.
Record of liquors consumed.
Record of letters and papers sent.
Record of letters and papers received.

Duties of attendants.

143. Attendants, after performing their prescribed daily duties, will report to the hospital steward for further orders.

Not to perform household work for officers.

144. Attendants will not be required or allowed to perform household or laundry work for the benefit of a commissioned officer of the Service or his family.

ARTICLE VII.

ORDERS, ASSIGNMENTS, AND TRAVEL.

CHANGES OF STATION, ETC.

Length of service at stations.

145. Commissioned officers and hospital stewards will not be allowed to remain at any one station for a longer period than four years, unless specially authorized by the Department.

Tour of duty on a station or on special service.

146. The tour of duty of a commissioned officer at a marine hospital and at a station of the second class shall be four years, and at quarantine stations three years, unless in the opinion of the Supervising Surgeon-General the exigencies of the Service require his earlier detachment.

Assignment of officers to stations.

147. At each station of the first class a commissioned officer will be assigned to duty as commanding officer; and whenever necessary additional officers will be assigned as assistants, in which event one officer shall be on duty in the out-patient office during business hours. At stations where there are two or more commissioned officers on duty, the officer detailed for duty at the out-patient office shall be a commissioned officer.

Transfers of station.

148. Commissioned and noncommissioned officers and attendants, when transferred from one station to another, and when on special duty, will keep the Supervising Surgeon-General informed of their movements. They will report promptly the date of their departure from a station, and the date of their arrival at the point of destination.

To comply with orders to proceed to any place.

149. An order to an officer directing him to proceed to any place, but fixing no date and not expressing haste, shall be obeyed within four days after its receipt. If the order reads "without delay" he shall start within two days; if "immediately," within one day. Preliminary notification of transfers of commanding officers may be given when practicable.

Copies of orders to be filed at station.

150. A certified copy of all Department and Bureau orders to officers shall be made for the files of the station where the officer affected is on duty.

151. When an officer relieves another of the regular command of a station of the first class the following ceremony respecting the formal transfer shall be observed:

Ceremonies attending the transfer of the command of a station.

The senior hospital steward shall muster the attendants at the usual place, as required in paragraph 348, in the uniform prescribed for such occasions in the "Uniform regulations;" the commanding and relieving officers, accompanied by the junior officers, shall then proceed thither and be received with the usual salute. The commanding officer shall then cause the official orders relieving him from duty to be read by the senior steward on duty; after which the commanding officer shall announce that in accordance with these orders he transfers the command of the station to the officer designated to relieve him. The relieving officer shall then cause the official orders assigning him to duty to be read by the hospital steward; and when so done the muster shall be dismissed by his order, and an inspection of the hospital be made by the new commanding officer, as elsewhere prescribed.

Immediately preceding the above ceremony the property return shall have been signed, and the outgoing officer shall be entitled to his quarters for the period of twenty-four hours from the signing of said property return.

Orders and assignments will not be revoked.

152. An application for the revocation, modification, or qualification of orders or assignments to duty will not justify any delay in their execution if the officer ordered be able to travel. Except on the ground of illness or other equally important reason, orders and assignments will not be revoked, modified, or qualified at the suggestion or solicitation of the officer affected or made in his behalf by others, and any attempt to alter or evade them, except on the ground before specified, will be regarded as prejudicial to good order and discipline, meriting the disapproval of the Department, and will be noted in the officer's personal record at the Bureau.

Acknowledgment of orders.

153. The receipt by officers of the Marine-Hospital Service of any official order from the Department will in each case be acknowledged by return mail, but when orders are given by telegraph the acknowledgment should also be sent by telegraph. The answer should state specifically the date of intended departure in all cases where the orders involve change of station or temporary detachment from the station.

Traveling expenses allowed.

154. Commissioned officers and noncommissioned officers and attendants will be entitled to their actual and necessary traveling expenses while traveling under official orders.

Entitled to travel allowances when assigned to duty while on leave of absence.

155. An officer relieved from duty at a station and granted leave of absence before assignment to another, who receives an order of assignment before expiration of leave, is entitled to travel allowances from the place where he receives the order to his new station.

Entitled to traveling expenses upon change of station while on leave of absence.

156. When the station of an officer is changed while he is on leave of absence, he will, on joining his new station, be entitled to traveling expenses from the place of receipt of order to the new station, provided the distance is not greater than that from the old to the new station; but if the distance be greater he will be entitled to traveling expenses for a distance equal to that from the old to the new station only.

Traveling expenses to be advanced.

157. Officers and attendants will advance their own traveling expenses, except over land-grant lines of railroad, when transportation orders over such lines will be issued by the Department.

Transportation orders to be furnished.

158. If the circumstances warrant, transportation orders may be furnished upon application to the Supervising Surgeon-General; but in case of necessity, when the time is insufficient to procure transportation orders, bills for railroad or steamboat fares may be rendered (Form 1938) by the transportation companies furnishing same, and certified by the officer receiving the ticket or transportation.

Reimbursement of traveling expenses.

159. Officers and attendants, upon completing the duty specified in their official orders, will forward to the Supervising Surgeon-General, for reimbursement, an account of traveling expenses, prepared in accordance with the provisions relative thereto.

Allowances for traveling expenses.

160. In accordance with the foregoing provisions, officers traveling upon the official business of this Department will hereafter be allowed "actual traveling expenses" usual and essential to the ordinary comfort of travelers, embraced in the following items of expenditure:

Actual fares on steamboats, railroads, and other conveyances, by the shortest practicable route; the hire of special transportation where there are no regular means of conveyance; street-car, omnibus, or transfer-coach fare to and from depots and hotels, and where there are no such conveyances, moderate and necessary hack hire, and reasonable fees to porters and expressmen; sleeping-car fare for one double berth for each person, or customary stateroom accommodation on steamboats and other vessels; one seat in parlor car and lodgings and actual board in hotel at a rate not greater than $5 a day; reasonable expense for laundering where the travel continues for a week or more. Hotel bills and receipts will be taken in all cases where it is practicable to obtain them and must accompany accounts as vouchers. No charge will be allowed for hotel bills when the detention is unnecessary for the performance of the duties for which travel is required.

Vouchers for traveling expenses.

161. Vouchers for actual traveling expenses (Form 1941) shall be rendered. Hotel bills and receipts will be taken in all cases where it is practicable to obtain them, and must accompany bills as subvouchers. Accounts shall be itemized as far as possible, and a copy of the order under which the expenses were incurred must accompany each account.

Traveling accounts to be sworn to.

162. Each traveling account must be sworn to by the person rendering it as just and true in all respects, and must state that the services specified therein were actually performed; that the expenses charged were actually and necessarily incurred and paid at the dates specified; that the distances as charged were actually and necessarily traveled, and that no part of the travel was under a free pass on a railway, steamboat, or other conveyance.

The Supervising Surgeon-General to certify to performance of service.

163. The Supervising Surgeon-General must certify that such services were performed; that they were necessary and proper, and that the prices paid for travel, etc., were just and reasonable.

Attendants allowed traveling expenses.

164. Attendants, when traveling under official orders, shall be allowed actual fares on railroads, steamboats, or other conveyances,

by the shortest practicable route, street-car fare to and from depots or hotels, baggage transfer charges, sleeping-car or stateroom accommodations at night and actual board, at a rate not greater than $3 a day.

Allowance for hotel expenses.

165. Commissioned and noncommissioned officers, when transferred from one station to another, shall be allowed the actual and necessary cost of board and lodging for three days from the date of arrival at the last station, at a rate not greater than $5 a day.

Allowance for baggage.

166. The allowance for baggage and personal effects to officers in changing stations will be—for surgeons, 2,000 pounds; passed assistant surgeons, 1,600 pounds; assistant surgeons 1,200, pounds, and for hospital stewards, 800 pounds. In all cases this allowance shall be for baggage and personal effects actually owned by the officer and sent as freight, and the receipted freight bill will accompany the traveling expense account as a voucher. Bills for express charges shall not be allowed unless previously authorized.

Books and instruments to be transported without expense.

167. Professional and scientific books and instruments the personal property of the officer, not exceeding 200 pounds in weight, will be transported on change of station, without expense to the officer, upon presentation of a receipted freight bill accompanying traveling expense account as a subvoucher. The packages thus transported for which bills are rendered shall be certified under oath by the officer to be of the kind and character above specified.

Duty while on leave.

168. An officer ordered to temporary duty while on leave will be regarded as on duty from the day on which he received the order. When the duty is to be performed at a future date he will be on duty from the day on which he starts to obey the order. The date of the receipt of the order in the first case and the date of departure in the second will be promptly reported to the Supervising Surgeon-General. When relieved from such duty, or on the completion thereof, he reverts to the status of leave, and will be credited with the time on duty under such order.

Not entitled to travel allowances when ordered to rejoin station while on leave.

169. When an officer on leave of absence is ordered to rejoin his station he will not be entitled to travel allowances unless the public service requires the performance of duty en route, in which case the order will specify the duty, the necessity therefor, and the points at which the duty will begin and end.

ARTICLE VIII.

LEAVES OF ABSENCE, SICK LEAVE, AND WAITING ORDERS.

LEAVES OF ABSENCE FOR COMMISSIONED OFFICERS.

Period for which granted. U. S. Statutes, vol. 19, p. 102, c. 239, act of Congress approved February 19, 1897.

170. Commissioned officers of the Marine-Hospital Service on duty shall be allowed, in the discretion of the Secretary of the Treasury, sixty days' leave of absence without deduction of pay or allowance, provided that the same be taken once in two years, and provided, further, that the leave of absence may be extended to three months if taken once only in three years. or four months if taken only once in four years.

Leave year.

171. The leave year is reckoned from June 20 to the following June 19, both inclusive. In computing leave of absence expressed in days during any leave year, every day of such absence will be counted; leave expressed in months will be counted in months.

Applications to be addressed to the Supervising Surgeon-General.

172. All applications for leaves of absence, or for extensions of the same, or for delays, and all correspondence regarding them, shall be addressed to the Supervising Surgeon-General, and forwarded through the officer in command of the station, who shall note thereon his approval or disapproval of the application.

Granted in terms of months and days.

173. Leaves of absence will be granted in terms of months and days, as "one month," "one month and ten days." Leaves for one month, beginning on the first day of a calendar month, will expire with the last day of the month, whatever its number of days. Commencing on an intermediate day, the leave will expire the day preceding the same day of the next month. The day of departure, whatever the hour, is counted as a day of duty; the day of return, as a day of absence.

Commencement.

174. A leave of absence commences on the day following that on which the officer departs from his proper station. The expiration of his leave must find him at his station.

May be granted by the Supervising Surgeon-General.

175. Leaves of absence may be granted by the Supervising Surgeon-General for a period of one month, and when so granted the Secretary of the Treasury shall be promptly notified. Applications for leaves of absence longer than one month will be submitted to the Secretary of the Treasury for action.

Length of absence desired must be stated.

176. An application for leave must state the entire length of absence desired, and if for more than one month, its purpose. Commanding officers, in forwarding the application, will indorse thereon any reasons which exist for granting or refusing the leave.

Leave exceeding seven days not granted.

177. No leave of absence exceeding seven days, except under extraordinary circumstances, which will be particularly stated, will be granted to any officer until he has served two years.

Verbal permits not counted.

178. Verbal permits for less than twenty-four hours are not counted as leaves of absence, but every other absence of whatever duration, with date of departure and return, will be noted on the medical officer's journal and on the pay rolls of the month covering such absence.

Commanding officer may take seven days.

179. The commanding officer of a station may take leave of absence not to exceed seven days at one time in the same month, reporting the fact to the Supervising Surgeon-General, provided there are two or more commissioned officers on duty at said station, and further provided that the Surgeon-General be notified by telegraph before leaving station of the date of departure and address during absence.

At quarantine stations.

180. Paragraph 179 does not apply to commanding officers of quarantine stations during the active quarantine season.

Commanding officer may grant seven days.

181. The commanding officer of a station may grant leaves of absence not to exceed seven days at one time or in the same month, and he may give permission to apply to the Supervising Surgeon-General for extensions of such leaves for a period not to exceed twenty-three days.

182. Leaves of absence shall not be granted to an officer during epidemics, except in case of urgent necessity. Not granted during epidemics.

183. Officers will not leave the United States to go beyond the sea without permission from the Secretary of the Treasury. Not to go beyond sea.

184. In determining the period for which an officer is entitled to full pay on leave, time within four successive leave years, terminating with the one in which absence is taken, will be considered. If the absence does not cover the entire period for which the full pay is allowed, the balance thereof will be placed to the officer's credit as belonging to the last year or years of the four considered, and may be made available for future leave. Determination of period.

185. Officers visiting foreign countries, whether on duty or leave, will avail themselves of all proper opportunities to obtain information relating to the operations of the service. They will report the result of their observations to the Supervising Surgeon-General on their return to duty, or sooner if practicable. On foreign leave.

186. An officer granted a leave of absence will report to the Supervising Surgeon-General the probable date of his departure and his new address, and thereafter he will immediately report any change in said address. To report date of departure.

SICK LEAVE.

187. Application for leaves of absence on account of sickness will be made through the same channels as prescribed for ordinary leaves, and the officer applying will submit to the Surgeon-General a medical certificate, preferably from a medical officer of the Marine-Hospital Service, if such can be conveniently obtained, stating explicitly the nature, seat, and degree of the disease or disability, the cause thereof, if known, and the period during which the officer has suffered from it. The medical certificate must state whether the disease or disability can be satisfactorily treated at the place where the officer is stationed, or whether a change of climate or locality within the United States is necessary to afford more rapid or perfect recovery, in which case the special place or region recommended will be designated with reasons therefor. The certificate must also state whether the disease or disability requires treatment by a specialist, and if so, the nearest place where it can be obtained; also whether the disease or disability incapacitated the officer from all duty, or whether he can perform special duty, and if so, the kind that he may undertake without endangering his ultimate cure. Applications to be addressed to the Supervising Surgeon-General.

188. All absence, with or without leave, will be duly reported to the Secretary of the Treasury by the Supervising Surgeon-General. Absence to be reported.

189. The Supervising Surgeon-General has the same authority to grant leaves of absence on account of sickness as to grant ordinary leaves. Permission to leave the port at which the applicant is stationed will be given only when the medical certificate shall state explicitly that it is necessary to afford rapid or perfect recovery. May be granted by the Supervising Surgeon-General.

190. On the expiration of a sick leave, if the officer be able to travel, he will proceed to his station. If an extension of such leave be necessary, he will make timely application therefor through the same channel as in the case of a request for extension of ordinary leave, basing his application upon a medical certificate, as heretofore prescribed. When he cannot procure the certificate of a medical To proceed to station upon expiration of leave.

officer, he will substitute his own certificate, on honor, as to his condition, which will embrace a full statement of his case. While absent from duty he will make report in the same manner as if on ordinary leave.

To be reported on pay rolls.

191. An officer who starts to join his station at the expiration of a sick leave will be reported upon the pay rolls of his station as "en route to join station from sick leave of absence," during the time necessarily consumed in making the journey to his station. Should he delay en route, or consume more time in the journey than is necessary, the commanding officer will require him to explain in writing the cause of the delay. This explanation will be forwarded to the Supervising Surgeon-General.

Ordinary leave not to be changed to sick leave.

192. An ordinary leave will not be changed to a sick leave, unless the officer desiring it make application therefor to the Supervising Surgeon-General. Said application must be accompanied by a medical certificate, given, if possible, by an officer of the Marine-Hospital Service. In all reports concerning absence on account of sickness the officer will state how long he has been absent "sick," and by what authority such leave was granted.

To report by letter when on sick leave.

193. Commissioned officers, when on authorized sick leave, shall report by letter their physical condition to the Surpervising Surgeon-General every fifteen days, with a certificate of the physician in attendance.

Not granted upon resignation.

194. Leaves of absence will not be granted on tender of resignation unless the resignation be unconditional and immediate, without privilege of withdrawal.

May be placed upon waiting orders.

195. Commissioned officers may be placed upon "waiting orders" for age or disabilities incident to their service in cases of infirmity or protracted illness (not due to immoralities or intemperate habits), but before such action is taken the officer who shall apply for this order must be recommended to the Department as entitled to receive it by the Supervising Surgeon-General of the Marine-Hospital Service upon the recommendation of a board of commissioned officers (his seniors in rank wherever possible), who shall certify to his physical condition in detail, and give the reasons for their action.

To report when placed on waiting orders.

196. When commissioned officers are placed on "waiting orders" they shall report by letter to the Supervising Surgeon-General on the first day of each month, giving their address and a brief statement of their physical condition.

LEAVES OF ABSENCE FOR NONCOMMISSIONED OFFICERS.

Noncommissioned officers not to leave stations without authority.

197. Acting assistant surgeons, internes, and hospital stewards shall not absent themselves from their respective posts unless granted leave of absence by the Secretary of the Treasury, except as hereinafter provided.

Leaves of absence not to exceed 30 days.

198. Leaves of absence shall not exceed thirty days in each fiscal year, except in case of sickness, and leaves of absence in excess of thirty days, if granted for other cause, shall be without pay. No application for leave of absence will be considered while the applicant is under orders to change stations, except in case of exigency,

in which case full particulars of the reasons therefor must be given in the application.

199. Verbal permits for less than twenty-four hours are not counted as leaves of absence. Verbal permits not counted.

200. Applications for leave of absence made by noncommissioned officers shall be addressed to the Supervising Surgeon-General, and if made by a junior officer will be forwarded through the officer in command of the station, who shall note thereon his approval or disapproval of the application. Applications shall be addressed to the Supervising Surgeon-General.

201. Leaves of absence for one week or less may be granted to noncommissioned officers by the Supervising Surgeon-General in his discretion, or by the commanding officer of a station to any subordinate officer, such leaves of absence to be noted on the monthly pay roll. The sum total of such leaves shall not exceed thirty days in any fiscal year. Leaves of absence for internes shall not exceed fourteen days in any fiscal year. How granted.

LEAVES OF ABSENCE FOR ATTENDANTS.

202. The commanding officer of a station may grant a leave of absence for one week or less to an attendant, such leave of absence to be noted on the monthly pay roll. The sum total of such leaves shall not exceed seven days in any fiscal year, except in special cases, when the application must be referred to the Department for action. How granted.

203. Verbal permits for less than twenty-four hours are not counted as leaves of absence. Verbal permits.

ARTICLE IX.

UNIFORMS.

204. The uniforms prescribed in the official publication entitled "Regulations governing the uniforms of officers and employees of the United States Marine-Hospital Service" shall be worn by all officers and attendants so long as such regulations remain unrepealed or unaltered by Department authority. Additions and alterations which may be officially made from time to time shall be obeyed and respected accordingly. Uniforms to be worn.

205. Officers and attendants are required to keep themselves supplied with all articles of uniform and equipment as prescribed by the regulations. All uniforms are obligatory unless stated to be optional. Uniforms obligatory.

206. Officers and attendants shall wear the prescribed uniform of their respective grades, in accordance with the following regulations: Uniforms of respective grades to be worn.

207. Officers and attendants shall not wear uniform, or any portion thereof (with the exception of the overcoat), when absent from their stations and not on duty. This does not apply to the uniform that may be worn by officers on special occasions. When to be worn.

Civilian dress not allowed.

208. When in uniform no officer or attendant shall be allowed to wear any article of civilian dress.

Overcoats to be worn.

209. The commanding officer shall prescribe when overcoats shall be worn with uniform, and the occasions for wearing uniform of white material.

Negligence to be reported.

210. Commanding officers will report to the Department any negligence of junior officers in respect to compliance with the regulations governing uniforms, and inspecting officers when visiting stations will include the completeness and condition of the uniforms of all officers and attendants in their report of each station.

Newly appointed officers to provide uniforms.

211. Medical officers in command shall see that assistant surgeons recently appointed and ordered to report to them for their first duty provide themselves with the proper uniforms within thirty days from date of arrival, and shall report the compliance therewith to the Bureau.

Attendants to be instructed relative to uniforms.

212. Commanding officers are required to instruct each attendant when appointed concerning the uniform of his class, and to direct him to procure it within thirty days from his appointment. Failure to comply as above will be cause for immediate suspension.

Inspection of uniforms.

213. At least once in each quarter, at the beginning thereof or whenever the commanding officer shall so direct, there shall be a special inspection of the uniforms of officers and attendants on duty at a station for the purpose of ascertaining whether the regulations respecting uniforms are obeyed by officers and attendants.

When uniforms may and may not be worn.

214. Officers on leave or waiting orders may wear uniform on occasions of special ceremony, but are prohibited from wearing any part of their uniform except the overcoat while suspended from duty.

Uniforms not to be worn when on duty at Bureau.

215. Officers shall not wear the uniform of their grade when detailed for duty in the office of the Supervising Surgeon-General except when so ordered by him.

Badges may be worn.

216. The distinctive badges adopted by military, hereditary, and patriotic societies of men who served in the armies or navies of the United States, or their descendants, during the colonial wars, the war of the Revolution, the war of 1812, the Mexican war, and the war of the rebellion, respectively, may be worn on all occasions of ceremony by commissioned and noncommissioned officers and attendants of the Service who are regular members of such organizations and entitled by their rules to wear such decorations.

THE SUPERVISING SURGEON-GENERAL.

Full-dress uniform for Supervising Surgeon-General.

217. The full-dress uniform for Surgeon-General shall be worn on all occasions of special ceremony.

Dress uniform for Supervising Surgeon-General.

218. The dress uniform for Surgeon-General shall be worn on general inspections.

Fatigue uniform for Supervising Surgeon-General.

219. The fatigue uniform for Surgeon-General shall be worn on all informal inspections made by himself.

COMMISSIONED OFFICERS.

220. The full-dress uniform for officers shall be worn at all general inspections made by the Surgeon-General or other inspectors at stations of the first class, at the transfer of hospital and quarantine stations, and on all occasions of special ceremony.

Full-dress uniform for commissioned officers.

221. The dress uniform for officers shall be worn on all weekly inspections and musters, when serving on all boards, and by officers presenting themselves for examination for promotion, and by officers when reporting for duty at stations of the first class.

Dress uniform for commissioned officers.

222. The fatigue uniform for officers shall be worn by all officers while on ordinary duty at hospitals, and on ordinary quarantine duty, and when inspecting unserviceable property, and at informal inspections by the Surgeon-General, and at the office where outpatients are treated.

Fatigue uniform for commissioned officers.

223. The white uniform shall be worn in warm weather as a substitute for the fatigue uniform, when approved by the commanding officer. The helmet may be worn as a substitute for white cap when necessary, with the approval of the commanding officer. Shoes of white material may be worn with this uniform.

White uniforms.

224. The sword belt shall be worn over the full-dress and dress uniform coats with the lower edge of the belt placed above the two lowest buttons in front and the two at the waist behind. The short sling strap shall hang immediately in the rear of left hip and the long sling strap in the center of the back between the buttons. When the sword is hooked up the ring on the front edge of the scabbard shall be slung so that the hilt shall hang to the rear of the hook with the sword point inclined to the front. When the sword is worn with the overcoat it should hang on the outside, the belt being worn underneath. The long sling shall pass out through the opening between the skirts of the back of the coat and the short sling through the sword slit at the side.

When worn with fatigue uniform the belt shall be placed beneath the blouse.

Sword and sword belt—how worn.

225. Commissioned officers on boarding duty at national quarantine stations shall wear the fatigue uniform and sword belt, and, whenever practicable, the sword, the sword belt to be worn beneath fatigue coat.

When on boarding duty at quarantine stations.

226. Gloves shall always be worn with the sword. White kid gloves may be worn on occasions of special ceremony.

Gloves.

NONCOMMISSIONED OFFICERS.

227. Acting assistant surgeons on permanent duty at marine hospitals and on quarantine duty shall wear the fatigue uniform. When performing the duties of boarding officer they shall wear the sword and belt as prescribed for commissioned officers.

Fatigue uniform for acting assistant surgeons.

228. A uniform of white material shall be worn by acting assistant surgeons on duty at stations of the first class in warm weather as a substitute for the fatigue uniform, when approved by the commanding officer.

White uniforms for acting assistant surgeons.

INTERNES.

Fatigue uniforms for internes.

229. Internes shall wear the fatigue uniform when on hospital duty.

White uniforms for internes.

230. A uniform of white material (optional) may be worn by internes in warm weather as a substitute for the fatigue uniform, when approved by the commanding officer.

HOSPITAL STEWARDS.

Dress uniforms for stewards.

231. The dress uniform shall be worn at inspections, musters, and on all other special occasions, when so directed by the commanding officer.

Fatigue uniform—when worn.

232. The fatigue uniform shall be worn on hospital and quarantine duty and when on duty at the office for the treatment of outpatients.

White uniform—when worn.

233. The white uniform shall be worn in warm weather as a substitute for the fatigue uniform, when approved by the commanding officer.

ATTENDANTS.

Dress uniform for attendants.

234. The dress uniform shall be worn on ordinary duty and at inspections.

Working suits.

235. Nurses while on duty in wards may wear white linen or duck jackets, to be of uniform pattern at each station. Attendants in kitchen, dining room, and laundry shall wear white linen or cotton jackets and aprons, to be of uniform pattern at each station. Attendants detailed as firemen, scrubbers, and gardeners shall wear, when at work, blue jumpers and overalls, for the protection of their clothing.

White cap may be worn.

236. A white duck cap, without letters, may be worn in the summer, when ordered by the commanding officer.

QUARANTINE SERVICE.

Uniforms at quarantine stations.

237. Commissioned officers, acting assistant surgeons, hospital stewards and attendants, serving at quarantine stations shall observe the same regulations relating to uniforms as apply to those at hospital stations of the Service.

ARTICLE X.

DISCIPLINE.

Orders of superior officers to be obeyed.

238. Commissioned officers, noncommissioned officers, and attendants of the Marine-Hospital Service are not subject to official orders except those emanating from the President, the Secretary and Assistant Secretaries of the Treasury, the Supervising Surgeon-General, and other superior officers, and they are required to properly observe and promptly obey the lawful orders of their superiors.

Obeying orders under protest.

239. If the legality of an order is doubted by the subordinate he must obey the order, but may do so under protest, and if upon consideration he deems it of sufficient importance he may submit his

objection to the same in writing to the Supervising Surgeon-General through the commanding officer.

Senior officer to have command of station.

240. When more than one commissioned officer is assigned to duty at a station, the senior officer shall be in command, and shall be held accountable to the Department for the proper administration of the Service at such station.

Commanding officer to have authority over subordinates.

241. The commanding officer at each station shall have authority over all officers and attendants of that station, and is required to enforce the observance of these regulations and such orders as he may deem necessary for the proper management and discipline of the hospital not inconsistent with these regulations and subject to the approval of the Supervising Surgeon-General.

Official relations can not be severed.

242. An officer can never, while holding a commission, under any circumstances, sever his official relations and responsibilities from the trusts imposed upon him by virtue of said commission.

Must not violate regulations when off duty.

243. No officer can be permitted to disgrace himself by dissipation or immoral conduct, or otherwise violate the regulations upon the plea that he was "off duty" or on "waiting orders."

Subordinate to be respectful and obedient.

244. Commissioned officers, noncommissioned officers, and subordinates are required to treat their official superiors with proper respect, and to obey all orders of such superior officers, not in conflict with the regulations, with promptitude and zeal.

Official letters to be sent through senior officer.

245. When two or more commissioned officers are serving at the same station, junior officers will forward official communications through the commanding officer, except in his absence, when the next ranking officer will act in his stead.

Use of intoxicating beverages to excess.
U. S. Stat. L., v. 22, p. 406, c. 31, s. 8.

246. No person habitually using intoxicating beverages to excess shall be appointed to or retained in any office, appointment, or employment in the Marine-Hospital Service.

Letters of recommendation for articles or firms.

247. All officers and subordinates of the Service are prohibited from giving letters of recommendation in relation to any article of manufacture or in behalf of any firm or corporation.

BOARDS OF INVESTIGATION.

(FOR COMMISSIONED OFFICERS.)

To be ordered by the President or the Secretary of the Treasury.

248. A board of investigation shall be ordered only by the President of the United States or the Secretary of the Treasury, on recommendation of the Supervising Surgeon-General, and when convened shall, if so required, make, in addition to a report of its findings, recommendations as to punishments.

Of whom composed.

249. Boards of investigation shall consist wholly of commissioned officers of the Service, and of not less than three members. If the conduct or character of an officer is to be investigated, the members of the board shall be, if possible, superior in rank, to that officer. The senior officer of said board shall be chairman, and the junior officer recorder.

Duties of chairman.

250. It is the duty of the chairman of a board of investigation to preserve order, to decide upon matters relating to the routine of business, and to adjourn the board from day to day as in his judg-

ment will be most convenient and proper for the transaction of business before it; but should objection be made by any member of the board to any decision announced by the chairman, the question shall be submitted to and decided by a majority vote of the board.

Duties of recorder.

251. The following are the duties of the recorder: To record the proceedings of the board under its direction, to receive and properly mark all documentary evidence presented to the board, and, in conjunction with the chairman of the board, to authenticate the proceedings by his signature.

Testimony. Oaths, when administered by officers, etc. Rev. Stat., s. 183.

252. All testimony given before a board of investigation shall be delivered under oath or affirmation, and the president of the board shall have authority to administer an oath to any witness attending to testify or depose in the course of such investigation.

Testimony to be delivered under oath.

253. The testimony given before a board of investigation shall be delivered under oath or affirmation, and in addition to such oral testimony, documentary evidence may be filed with the board by those in interest.

The evidence offered by those making the charges shall first be heard, and this shall be followed by the evidence to be offered by the accused in his defense.

The board of investigation shall not take cognizance of collateral matters not involved in the specifications and charges against the accused.

Record of proceedings to be signed daily.

254. The record of the proceedings shall be signed each day by the chairman and recorder. The final report of the board shall be signed by the members concurring, and any member not concurring shall submit and sign a minority report.

Grades of punishment.

255. The following are the only punishments that can be recommended by the board for infliction upon the accused:

1. Dismissal from the Service.
2. Reduction of rank in his own grade.
3. Retention of his present number on the register for a specified time.
4. Reduction of salary to three-quarters for a period not less than one month nor more than one year.
5. Official reprimand in general orders.
6. Recommendation embodying two or more of the punishments from Nos. 2 to 5, inclusive.

A copy of charges to be furnished an accused officer.

256. When an accusation is made against an officer, either by report or indorsement upon a communication, or charges are preferred against him, upon which wholly or in part a board of investigation is convened, a copy of such report, indorsement, or charges shall be furnished to the officer accused.

Investigations limited to offenses committed within one year.

257. No officer in the Marine-Hospital Service shall be investigated or punished for any offense connected with the Service which shall appear to have been committed more than one year before the issuing of the order for the board of investigation of said offense, unless for some manifest reason he shall not have been amenable to investigation within that period.

258. After the record and other documents have been properly signed they shall be forwarded by the chairman with a letter of transmittal to the Secretary of the Treasury (through the Supervising Surgeon-General), and the board will then adjourn until dissolved by the proper authority.

Records to be forwarded to the Department.

259. Upon receipt of the report of the board, the Supervising Surgeon-General shall review the proceedings and findings and forward the same to the Secretary of the Treasury with his recommendations.

Proceedings to be reviewed.

260. Disrespectful language concerning the President, the Secretary of the Treasury, the Assistant Secretaries of the Treasury, or the Supervising Surgeon-General, and any publication reflecting directly or indirectly upon the Service, or upon an individual officer, whether by newspaper, pamphlet, or handbill, will be viewed as conduct unbecoming an officer and subject the offender to summary discipline.

Language disrespectful to the President or Treasury officials, or reflections upon the Service, will subject the offender to discipline.

261. Noncommissioned medical officers are entitled to the same respect and obedience from subordinates as commissioned officers.

Noncommissioned medical officers to be obeyed.

262. No officer or attendant attached to the Marine-Hospital Service will be permitted to oppress or maltreat any person under his command, or in the Service, nor to abuse applicants for relief, or patients under their care.

Maltreatment of subordinates or patients not permitted.

263. If any person in the Marine-Hospital Service shall consider himself oppressed by his superior officer and fail to obtain redress from said officer, he shall report such fact through the commanding officer in writing to the Supervising Surgeon-General. He will be held accountable, however, if his report be found trivial or false.

Acts of oppression may be reported to the Supervising Surgeon-General.

264. Commanding officers may impose upon subordinates under their command the following punishments:

1. Upon commissioned officers and noncommissioned officers private reprimand, suspension from duty and privileges pending immediate report of the case to the Supervising Surgeon-General.

2. Upon attendants, suspension from duty, deprivation of liberty to leave the reservation for a specified period, extra duty, and reprimand at muster.

Grades of punishment.

265. All disciplinary measures imposed by the commanding officer in accordance with the preceding paragraph (264) shall be entered in the journal of the station, and such entry shall include the date and nature of the offense and the kind and degree of punishment.

Measures of discipline to be entered in journal.

266. When the commanding officer of a station is temporarily absent, the officer next below him in rank shall assume temporary command and perform such ordinary duties of his superior officer as can not, without injury to the Service, be delayed until his return, and changes or alterations in the routine of the hospital will be avoided.

In absence of senior officer, next ranking officer to assume duties.

267. When an officer is detailed to assume temporary charge of another station during the absence of its regularly assigned commanding officer and custodian, such detail shall not be construed as giving the opportunity to make changes in the regular routine of the Service established at that station; but when changes are found to be urgently necessary from conditions of emergency or changed

Changes in routine not to be made by officers in temporary command.

circumstances arising during such temporary detail the relieving officer must enter the new official order in the officer's journal, with reasons therefor, over his signature.

Status of officer in temporary charge.

268. An officer detailed for duty as described in paragraph 267 will be known officially as "in temporary charge" of that station, and sign himself as "In temporary charge" during such detail.

Suspended for cause.

269. The commanding officer will be held responsible for the maintenance of discipline among the attendants at his station and the proper performance of the duties allotted to them; and when any attendant willfully disobeys official orders, is disrespectful, insubordinate, intoxicated, or is otherwise unfitted for the Service, such attendant may be suspended by him and a report of the facts will be made to the Department, through the Supervising Surgeon-General for further action.

Personal criticism forbidden.

270. Officers are strictly forbidden to criticise publicly the professional competency or impugn the personal character of another officer.

Officers visiting Washington to register at Bureau.

271. Officers of the Marine-Hospital Service visiting the District of Columbia, whether on leave of absence or otherwise, are required within twenty-four hours after arrival to register at the office of the Supervising Surgeon-General.

Suspension for cause.

272. Hospital stewards may be suspended by the commanding officer, or the officer in temporary charge, for dishonesty, incompetency, insubordination, neglect of duty, or any other sufficient cause; but the charges shall in every case be immediately reported to the Department, through the Supervising Surgeon-General, for further action.

Charges to be investigated.

273. If the charges so reported are of sufficient importance, a commissioned officer from another station shall be ordered to investigate the matter and make a full report to the Supervising Surgeon-General, with recommendations.

Grades of punishment.

274. The investigating officer may recommend either of the following punishments if the accused is found guilty of the charges, viz:

1. Dismissal from the service.
2. Reduction of salary to three-quarters of pay for a period of not less than one month nor more than six months.
3. Reduction in rank in his own grade.
4. Reprimand in general order.

Salute to be given and returned.

275. Every officer and subordinate on duty at a marine hospital or quarantine station, when meeting or passing his commanding officer, or an officer senior in rank, for the first time each day, shall salute him and the salute shall be returned. The same shall be done in giving and receiving formal orders.

Officers not to publish statistics, etc., without authority. See also paragraph 279.

276. Commissioned and noncommissioned officers will not publish or furnish for publication any official reports of current statistics of the operations of the Service, or concerning the Service, without authority from the Supervising Surgeon-General; but this is not to be construed as applicable to purely professional subjects based upon original investigations of disease as seen among seamen or others.

277. Commanding officers authorized to grant seven days' leave of absence to subordinates shall not grant such leave while charges are pending against them, but requests for leave at that time shall be referred to the Supervising Surgeon-General for action.

Leaves of absence not to be granted while charges are pending.

278. A junior officer wishing to report the history of any case for publication in a medical journal shall obtain the consent of the officer in command.

Junior officers to obtain consent to publish cases.

279. No reports or information concerning the Service shall be volunteered to the press without the consent of the officer in command, to whom also representatives of the press shall be referred when requesting information.

Information for the press not to be given without consent of the commanding officer.

280. An order countermanding the written order of a superior officer shall be given in writing.

Countermanding orders to be in writing.

281. Complaint against one officer by another may be made, preferably in writing, but no junior officer has the right to reprimand another, and any officer deeming himself badly treated by another must, nevertheless, pay him official respect.

Complaint of one officer against another may be made.

282. When a junior officer is unable to appear in the regulation uniform, or when prevented from observing any settled rule or custom, he shall make explanation to the officer in command.

Junior officer to explain when unable to appear in uniform.

283. Any correspondence between officers, attendants, and seamen under treatment, on matters concerning official business, such as certificates of character, requests for information relative to the Service at any station, must be transmitted through the officer in command of the station where such attendant or patient may be on duty or under treatment.

Official correspondence to be transmitted through commanding officer.

284. Officers ordered to duty under other Departments or other services in the Treasury Department shall report by letter to the Secretary of such Department or to the chief officer of the particular service to which he is detailed. While on such duty he shall obey the orders and directions of the said Secretary or chief officer.

Officers detailed to other Departments to report by letter.

285. When on such duty, officers will be held directly responsible to the Supervising Surgeon-General for conformity to the regulations of the Marine-Hospital Service, except only in so far as they may be inconsistent with the special service in which they are engaged.

Officers on detailed duty responsible to the Supervising Surgeon-General.

286. When an officer reports for duty, the commanding officer shall formally introduce him to the officers and attendants at the next general muster.

Introduction of an officer reporting for duty.

287. If citizens residing in the neighborhood of a hospital reservation request the professional services of a commissioned officer, it is not regarded as inconsistent with the requirements of the regulations governing the Marine-Hospital Service for such officer to accept such requests when this does not interfere with the proper performance of his official duties. The establishment of an office outside of the limits of a hospital station or at a station of the second class, excepting at the residence of the officer, for the purpose of engaging in private practice is prohibited.

Private practice may be engaged in.

ARTICLE XI.

STATION MANAGEMENT.

Display of national ensign.

288. The flag of the United States shall be displayed at all stations of the first class from sunrise to sunset, except during stormy weather. On May 30 the flag should be placed at half-staff or half-mast.

Flags.

289. Each marine hospital and quarantine station shall be entitled to two national ensigns, one of the large size (20 feet fly and 10 feet hoist) and one a storm flag (8 feet fly and 5 feet hoist). The former shall be hoisted from a staff erected over or near the executive building of the hospital or quarantine station each day from sunrise to sunset, except during stormy weather. Whenever the weather is too stormy to fly the large national ensign the small storm flag shall be set in its place. Quarantine stations, in addition to the above, shall be entitled to two quarantine flags of special design.

Hours for sick call.

290. The commanding officer shall visit all patients in hospital once each day, and oftener if necessary. The morning sick call shall be made at 9 o'clock each day, and the medicines ordered shall be compounded and delivered to the nurses as soon as practicable after the termination of the visit. The evening sick call shall be made at 6 p. m. daily by an officer of the staff detailed by the officer in command, and he shall be accompanied by the night nurse and by the day nurse in each ward.

To report at morning sick call.

291. Officers on duty at first-class stations shall report at the surgeon's office to the commanding officer daily at the morning sick call.

Duty at out-patient office.

292. When two or more officers are on duty at the same station the junior officer shall be detailed for duty at the out-patient office, which shall be kept open for business during the hours when the custom-house at that port is opened for the transaction of business. Internes shall not be placed in charge of the out-patient office except temporarily in case of emergency.

Consent to leave reservation.

293. Junior officers shall not leave the reservation without the consent of the commanding officer; and when desiring to be absent beyond twenty-four hours his address shall be left with the commanding officer.

To report upon return to reservation.

294. On returning to the reservation after absence, every officer shall report his arrival in person or by message to the commanding officer.

Notice upon leaving reservation.

295. The commanding officer, on leaving the reservation, shall notify the officer next in rank.

Stations not to be left without a medical officer.

296. Stations of the first class shall not be left without the presence of a medical officer, but if exception to this rule is unavoidable special instructions shall be left with the hospital steward.

Stations not to be left without a medical officer or steward.

297. Stations of the first class, when but one medical officer and one steward are on duty, shall not be left without the presence of the officer or the hospital steward.

298. Junior officers must report to the commanding officer any dereliction of duty on the part of attendants. *To report to commanding officer.*

299. Junior officers shall not give orders, except of an emergency character, to hospital attendants other than to the nurses immediately under their charge. *Not to give orders.*

300. When a junior officer wishes to conduct visitors through the hospital, or to extend an invitation to any hospital event, the consent of the commanding officer shall first be obtained. *Visitors to hospital.*

301. The hospital steward's office must not be left without the presence of a steward or attendant during the day. *Hospital steward's office.*

302. The steward in charge of the dispensary shall not fill or repeat any prescription unless so ordered by a medical officer. *Prescriptions not to be filled.*

303. Attendants will not leave the hospital reservation without permission from the commanding officer or the hospital steward, and before leaving will report their departure to the hospital steward and their return to the hospital steward or night watchman, and the latter shall make record of return in a book kept for the purpose. *Not to leave grounds without permission.*

304. Attendants must be addressed either by their occupation, as nurse, watchman, etc., or by their last name. *Appellation of attendants.*

305. Testimonials of character to attendants after leaving the Service are to be given only by the commanding officer. *Testimonials.*

306. The keys of the station shall be in charge of the hospital steward under the direction of the commanding officer. Keys must never be taken away from the reservation, and when not in use shall be kept in the designated place. *Keys of station in charge of steward.*

307. Commanding officers of stations of the first class shall, either in person or by the detail of some medical officer, give instructions on nursing to attendants newly employed or detailed for that purpose. *Instructions to attendants.*

308. On the admission of a patient to hospital, after examination by the officer on duty and assignment to ward, if not too ill he shall be given a bath and his temperature taken at once; also an evening temperature shall be recorded for the examining officer's information. *Baths.*

309. Junior officers should invite the attention of the commanding officer to any case especially serious or interesting. No surgical operation, or operation requiring the administration of anæsthetics, shall be performed without the consent of the commanding officer. *Operations not to be performed.*

310. When a patient is discharged for insubordination, the facts of the case and his physical condition shall be entered in the clinical record. *Insubordination of patients.*

311. When a patient is evidently beyond hope of recovery, it is the duty of the medical officer in charge of the ward to write, or cause to be written, for the signature of the commanding officer, a letter, containing a brief statement of his condition, to his nearest relative or friend. *Relatives of patients.*

312. Death certificates for local authorities shall bear the initial of the junior officer in charge of the case, but shall be signed by the commanding officer. *Death certificates.*

Information regarding patients.

313. When information is requested by any person regarding the disease for which any patient of the Service has been under treatment, such information shall only be furnished at the discretion of the commanding officer.

Visiting days.

314. Relatives or friends of patients shall be allowed to visit the hospital wards on Sundays, Tuesdays, and Fridays, from 2 to 5 p. m., and at no other time, except in special cases, at the discretion of the commanding officer. No packages shall be carried to the patients until the contents have been examined and allowed.

Must obtain permission to visit patients.

315. Friends of patients must obtain permission to visit the wards from a medical officer or steward at each visit. General visitors must be referred to the commanding officer.

Prescriptions limited to 100 grams.

316. Officers shall exercise economy in their ward prescriptions, and if possible limit the quantity of a mixture or drug to 100 grams at a time, excepting liniments and lotions.

Formulas.

317. No formula will be introduced for ward use, or for use in the dispensary, without the sanction of the commanding officer. All formulas must be entered in the formula book kept in the dispensary for that purpose.

Holidays.

318. The 1st of January, the 22d of February, the 30th of May, the 4th of July, the 25th of December, and such other days as may be so designated by Congress or proclaimed by the President of the United States, shall be considered as holidays in the Marine-Hospital Service, to be observed by suspension of other than necessary labor in the discretion of the commanding officer.

State holidays.

319. At the discretion of the commanding officer of stations, where State holidays are lawfully established, the same may be observed by him at his station in the same manner as a national holiday.

Sunday to be properly observed.

320. Sunday shall be observed at all stations of the first class and on board all vessels of the Service in an orderly manner. All labor or duty shall be reduced to the measure of strict necessity. The religious tendencies of officers and men shall be regarded, and every opportunity consistent with the duties of the station afforded them to attend divine worship.

Commanding officer to inspect.

321. All articles purchased (except subsistence supplies) and the contents of all packages and boxes received by freight or express, shall be held for the inspection of the commanding officer prior to being issued.

Hospital bell.

322. The hospital bell at stations of the first class shall only be rung to indicate the time of day or as a fire alarm.

Hospital bell.

323. The hospital bell shall be rung during the twenty-four hours in accordance with the custom on board ship.

Fire alarm.

324. The hospital bell shall be rung rapidly at short intervals as a fire alarm.

Flag to be set at half-mast.

325. Upon official intelligence of the death of the President of the United States, the Secretary or Assistant Secretary of the Treasury, or the Supervising Surgeon-General, the commanding officer shall

direct that on the day following and thereafter until the hour of the funeral the national ensign shall be set at half staff or half-mast. The same formality shall be observed at his proper station whenever an officer dies attached thereto.

326. The maintenance of a station fund, known as "post," "slop" or "slush" fund, is prohibited. "Slush" fund prohibited.

327. The number of attendants for a hospital having a daily average of not less than 20 patients will be 8, to be detailed as follows, viz: One as engineer, 1 as nurse, 1 as night watchman, 1 as night nurse, 1 as ambulance driver, 1 as cook, 1 as launderer, and 1 for general service. Number of attendants.

328. Whenever the quota of attendants, as allowed in paragraph 327, is found to be insufficient to properly perform the work required at a given station by reason of conditions peculiar to it, extra attendants may be granted if the reasons appear to be sufficient to the Department. Number of attendants may be increased.

329. Hospital patients at a station of the first class may be required, as a hygienic measure, to perform such light duties about the hospital wards, rooms, or grounds as may be assigned them by the commanding officer of the station. Patients may perform light duties.

ARTICLE XII.

INSPECTIONS.

330. All relief and quarantine stations will be inspected at least once a year, by commissioned officers detailed for this purpose by the Supervising Surgeon-General. Yearly inspections.

331. Inspection of stations of the first and second class will be made wherever practicable by a senior officer; but, as occasion may require, any officer regularly detailed by the Supervising Surgeon-General has authority, when so detailed, without respect to seniority, to inspect stations of the first and second class. Inspections, by whom made.

332. Inspections will be made under specific orders defining their object, which will be shown to commanding officers whose stations are to be inspected; and such commanding officer and others on duty at that station are required to afford every facility and assistance to the inspector during his inspection. Inspections, how made.

GENERAL INSPECTIONS.

333. Officers detailed for duty to inspect relief stations of the first class and quarantine stations shall conduct inspections in the uniform prescribed (paragraph 220). The commanding officer shall muster the attendants for inspection, and when the inspecting officer is ready to proceed, shall hand to him the current pay roll for the month, who shall then direct a call of said roll for the responses of every attendant, as hereinafter described (paragraph 348), verifying same to his satisfaction. When the muster is dismissed, the inspecting officer, accompanied by the commanding officer, and the Form to be observed during inspection of relief and quarantine stations.

junior officers and hospital steward, shall make a systematic inspection of the entire station. Upon completion of the same, the inspecting officer shall note in the journal of the station the fact of such inspection, signing such entry with official title.

Inspections—methods of.

334. The methods of procedure during a general inspection shall be under the direction of the inspecting officer, and he shall have authority to require the attendance of all officers and others on duty at the station to furnish information, and to require the production of all books and other records of the station.

Duties of inspectors.

335. Inspecting officers shall inform themselves fully as to the conduct of the Service and the observance of the regulations at each port inspected, and shall carefully examine the books, reports, files, correspondence, local hospitals under contract, and the buildings and property for which the commanding officer is responsible. He shall also inspect the uniforms of officers and attendants.

Inspectors not to give orders.

336. Inspecting officers will not give orders unless specially authorized to do so, and then only for the correction of a violation of a law or regulation involving serious detriment to the Service.

Blank forms for inspections.

337. Reports of inspecting officers will be made upon the blank forms furnished by the Department, embodying in the same full and definite information to show the condition of the station inspected.

Separate reports for each station.

338. In making reports of inspections of the Service at several stations, a separate report will be made for each station, and shall be prepared and transmitted to the Supervising Surgeon-General as soon as possible after the termination of such inspection.

Unfavorable reports and recommendations.

339. When an unfavorable report is made on any subject by an inspecting officer, he will, in all cases, make recommendation as to the remedy.

Report of violations of law.

340. Inspecting officers will report at once to the commanding officer any irregularities, violations of law or regulations or orders which they may discover, and which require prompt correction. Full reports of same will be forwarded to the Supervising Surgeon-General in the report of the inspection of the station.

Examination of money accounts.

341. The inspecting officer will examine the money account of the commanding officer, comparing the funds kept in the safe with the receipts for patients' moneys and effects (Form 1950), and make report of the correctness of the same upon the inspection blank.

Inspection of unserviceable property.

342. Officers making general inspections of stations will inspect such unserviceable property as may be presented by the officer in command. The prescribed blanks will be used for this purpose.

Inspectors to receive complaints.

343. Before leaving a station the inspecting officer will publicly inform the attendants and patients that opportunity will be given any person to lay before him a well-grounded complaint in the absence of the officers on duty at the station.

Inspectors to require fire drill.

344. Inspecting officers will require a performance of the fire drill at each station of the first class, under such conditions as will best show the efficiency and promptitude of the force of attendants.

INSPECTIONS BY COMMANDING OFFICERS.

Inspection of buildings and grounds.

345. Once a week the commanding officers of United States marine hospitals and quarantine stations shall make a thorough inspection in detail of all wards, rooms, offices, water-closets, etc., in the buildings and grounds of the station.

Performance of inspection not to be delegated.

346. As the weekly inspection is an important duty devolving upon the commanding officer it is not expected that he will delegate its performance to a junior officer, except in cases of urgent necessity requiring his absence.

All officers to attend weekly inspections.

347. The weekly inspection of the stations made by commanding officers shall be held on Saturday mornings, and it shall be attended by such junior officers as may be on duty at the hospital, and, if practicable, by the officer detailed at the out-patient office. Officers will appear in the uniform prescribed by the uniform regulations.

Muster at inspections.

348. At the weekly inspection the attendants shall be mustered in line, the engineer to the left of same, in a convenient portion of the hospital building or inclosure, by the hospital steward, who shall then report to the commanding officer. The latter, with the junior officers on duty, shall then proceed to the appointed place, and the roll shall first be called by the hospital steward, each attendant responding to his name by a military salute to the commanding officer and saying in an audible voice, "Acting cook," "Acting nurse," or whatever the duty each may perform. This shall be followed by a rehearsal of the stations and duties of attendants at fire drills, each attendant stating what is required of him in case of fire, after which any official orders for the day or ensuing week to be observed by them may be read by the hospital steward. Upon completion of the muster, the attendants will be dismissed by an order from the commanding officer to proceed to their several departments to await inspection.

Completion of inspection.

349. The completion of the inspection shall be announced to officers in attendance by the commanding officer, and the same shall be communicated to the attendants through the hospital steward.

Work to be suspended during inspection.

350. All work shall be suspended during the progress of an inspection except duties of an emergency nature, and all patients shall remain in the wards until its completion.

Performance of inspection to be entered in journal.

351. The commanding officer shall enter in the journal of the station each week the performance of this inspection, by whom conducted, and any special matter relating thereto of an unusual character.

Official visits to station.

352. When the Secretary or Assistant Secretary of the Treasury or the Supervising Surgeon-General officially visits a station of the first class, all officers shall assemble, in full dress, at the main entrance of the executive building; the attendants shall be mustered in the usual place. He shall be received by the commanding officer, and all present shall salute and remain at "attention" until dismissed by the commanding officer. The same ceremonies shall be observed when he leaves the station.

ARTICLE XIII.

RELIEF STATIONS.

Definition.

353. A relief station of the Marine-Hospital Service is a port situated on any navigable water of the United States where an officer of the Marine-Hospital Service is on duty to extend relief to seamen or where an officer of the customs service is specifically authorized to extend said relief.

Classes.

354. Relief stations shall be divided into the following classes:

Class I. United States marine hospitals.

Class II. All other stations under command of a commissioned officer.

Class III. All stations under charge of an acting assistant surgeon where there is a contract for the care of sick and disabled seamen.

Class IV. All other relief stations not included in the above classes.

Provisions for relief.

355. At all relief stations where the number of patients warrants, an officer of the Marine-Hospital Service will be assigned to the command of the station, and, whenever practicable, the patients of the Service will be treated in hospitals maintained exclusively for their benefit. At places where Congress has made no provision for the erection of a marine hospital, buildings or rooms suitable for hospital purposes, or separate wards in State, municipal, or private hospitals, may be leased or rented, for the exclusive benefit of the patients of the Service, or contracts may be made for the care and treatment of patients with local hospitals, subject to the approval of the Secretary of the Treasury.

Supervision of relief.

356. The medical and surgical treatment of the patients of the Marine-Hospital Service will be under the supervision of the commissioned and noncommissioned officers of the Service, at all relief stations where such officers are on duty, and they will be required to take direct professional charge of the patients.

Provision for marine-hospital dispensaries.

357. At each relief station of the first and second class, and whenever practicable at each relief station of the third class where an acting assistant surgeon of the Marine-Hospital Service is on duty, there shall be a marine-hospital office, where applicants for relief shall be received and examined, and the necessary action taken according to the regulations.

Location of offices and dispensaries.

358. The marine-hospital office shall be located at the custom-house whenever practicable, and suitable office room for that purpose shall be set apart by the custodian of the custom-house building, subject to the approval of the Secretary of the Treasury.

Districts.

359. The relief stations of the Marine-Hospital Service are grouped into eight districts, as follows:

The district of the North Atlantic; the district of the Middle Atlantic; the district of the South Atlantic; the district of the Gulf; the district of the Ohio; the district of the Mississippi; the district of the Great Lakes, and the district of the Pacific.

North Atlantic.

360. The district of the North Atlantic embraces the following-named relief stations, viz: Bangor, Me.; Barnstable, Mass.; Bath, Me.; Belfast, Me.; Boston, Mass.; Burlington, Vt.; Castine, Me.; Eastport, Me.; Edgartown, Mass.; Ellsworth, Me.; Gloucester, *Mass.;* Machias, Me.; New Bedford, Mass.; Newport, R. I.; Portland,

Me.; Portsmouth, N. H.; Providence, R. I.; Rockland, Me.; Salem, Mass.; Vineyard Haven, Mass.; Waldoboro, Me., and Wiscasset, Me.

Middle Atlantic.

361. The district of the Middle Atlantic embraces the following-named relief stations, viz: Albany, N. Y.; Bridgeport, Conn.; Delaware Breakwater, Del.; Hartford, Conn.; New Haven, Conn.; New London, Conn.; New York, N. Y.; Perth Amboy, N. J.; Philadelphia, Pa.; Sag Harbor, N. Y.; Somers Point, N. J., and Wilmington, Del.

South Atlantic.

362. The district of the South Atlantic embraces the following-named relief stations, viz: Baltimore, Md.; Beaufort, N. C.; Beaufort, S. C.; Brunswick, Ga.; Cambridge, Md.; Charleston, S. C.; Darien, Ga.; Edenton, N. C.; Elizabeth City, N. C.; Fernandina, Fla.; Fredericksburg, Va.; Georgetown, S. C.; Jacksonville, Fla.; Newberne, N. C.; Newport News, Va.; Norfolk, Va.; Richmond, Va.; Savannah, Ga.; Solomons, Md.; Tappahannock, Va.; Washington, D. C., and Wilmington, N. C.

Gulf.

363. The district of the Gulf embraces the following-named relief stations, viz: Apalachicola, Fla.; Brownsville, Tex.; Cedar Keys, Fla.; Corpus Christi, Tex.; Galveston, Tex.; Key West, Fla.; Mobile, Ala.; New Orleans, La.; Pensacola, Fla.; Port Tampa, Fla.; Rome, Ga., and Shreveport, La.

Ohio.

364. The district of the Ohio embraces the following-named relief stations, viz: Chattanooga, Tenn.; Cincinnati, Ohio; Evansville, Ind.; Gallipolis, Ohio; Louisville, Ky.; Nashville, Tenn.; Pittsburg, Pa., and Wheeling, W. Va.

Mississippi.

365. The district of the Mississippi embraces the following-named relief stations, viz: Bismarck, N. Dak.; Burlington, Iowa; Cairo, Ill.; Dubuque, Iowa; La Crosse, Wis.; Little Rock, Ark.; Memphis, Tenn.; Newport, Ark.; St. Louis, Mo.; St. Paul, Minn., and Vicksburg, Miss.

Great Lakes.

366. The district of the Great Lakes embraces the following-named relief stations, viz: Ashland, Wis.; Ashtabula, Ohio; Buffalo, N. Y.; Chicago, Ill.; Cleveland, Ohio; Detroit, Mich.; Duluth, Minn.; Erie, Pa.; Escanaba, Mich.; Grand Haven, Mich.; Ludington, Mich.; Manistee, Mich.; Marquette, Mich.; Milwaukee, Wis.; Ogdensburg, N. Y.; Oswego, N. Y.; Port Huron, Mich.; Saginaw, Mich.; Sandusky, Ohio; Sault Ste. Marie, Mich.; Sturgeon Bay, Wis.; Superior, Wis., and Toledo, Ohio.

Pacific.

367. The district of the Pacific embraces the following-named relief stations, viz: Astoria, Oreg.; Eureka, Cal.; Juneau, Alaska; Marshfield, Oreg.; Portland, Oreg.; Port Townsend, Wash.; San Diego, Cal.; San Francisco, Cal.; San Pedro, Cal.; Seattle, Wash.; Sitka, Alaska, and Tacoma, Wash.

ARTICLE XIV.

BENEFICIARIES.

Persons entitled to relief.

368. The persons entitled to the benefits of the Marine-Hospital Service are those employed on board in the care, preservation, or navigation of any registered, enrolled, or licensed vessel of the United States, or in the service on board of those engaged in such

care, preservation, or navigation. Officers and crews of the Light-House Establishment, officers and crews of the Revenue-Cutter Service, seamen employed on the vessels of the Mississippi River Commission, seamen employed on vessels of the Engineer Corps of the Army, and keepers and crews of the United States Life-Saving Service are entitled to the facilities of the hospitals and relief stations under special rules hereinafter prescribed.

Yachtsmen entitled.

369. Seamen employed on yachts are entitled to treatment, provided the said yachts are enrolled, licensed, or registered as vessels of the United States.

Exceptions, R. S., s. 4804.

370. No person employed in or connected with the navigation, management, or use of canal boats engaged in the coasting trade shall, by reason thereof, be entitled to any benefit or relief from the marine-hospital fund.

Customs officers to furnish information of character of vessel.

371. In case of doubt as to the fact of registration, enrollment, or license of a vessel, the officer to whom application for relief is made shall request information of the collector of customs at the port as to the character of vessel on which the seaman is employed, and the said collector of customs shall furnish such information, if practicable.

Wrecked seamen entitled.

372. Seamen taken from wrecked vessels of the United States are entitled to the benefits of the Marine-Hospital Service if sick or disabled, and will be furnished care and treatment without reference to the length of time they have been employed.

Seamen sent by consular officers entitled. U. S. Rev. Stat., s. 4577.

373. Seamen employed on merchant vessels of the United States returned to the United States from foreign ports by United States consular officers, if sick or disabled at the time of their arrival in a port of the United States, shall be entitled to the benefits of the Marine-Hospital Service without reference to length of service.

Seamen must make application for relief.

374. A sick or disabled seaman, in order to obtain the benefits of the Marine-Hospital Service, must apply in person, or by proxy if too sick or disabled so to do, at the office of the Marine-Hospital Service, to an officer of that Service, or to the proper customs officer acting as the agent of the Marine-Hospital Service at stations where no Marine-Hospital officer is on duty, and must furnish satisfactory evidence that he is entitled to relief under the regulations.

Evidence to be presented by applicant.

375. Masters certificates and discharges from United States shipping commissioners, made out and signed in proper form, showing that the applicant for relief has been employed for sixty days of continuous service "in a registered, enrolled, or licensed vessel of the United States," a part of which must have been during the sixty days immediately preceding his application for relief, shall entitle him to treatment. The phrase "sixty days continuous service" shall not be held to exclude seamen whose papers show brief intermission between short services that aggregate the required sixty days.

U. S. Rev. Stat., 4803.

Certificates from owners or agents as evidence.

376. The certificate of the owner or accredited commercial agent of a vessel as to the facts of the employment of any seaman on said vessel may be accepted as evidence in lieu of the master's certificate in cases where the latter is not procurable.

Masters must furnish certificate of service.

377. Masters of documented vessels of the United States shall, on demand, furnish any seaman who has been employed on such vessel

a certificate (Form 1914) of the length of time said seaman has been so employed, giving the dates of such employment. This certificate will be filed in the marine-hospital office or office of the customs officer, when application is made for relief, whether the relief is furnished or the claim rejected.

Masters refusing to give certificate. Secs. 5438 and 5440, R. S.

378. In case the master of any vessel shall fail or refuse to furnish a master's certificate to any seaman who may have been employed on board said vessel within sixty days, the collector of customs shall cause said master, if he be in port, to appear at the marine-hospital office and produce the ship's books.

False certificates.

379. Any master of a vessel or other person who shall furnish a false certificate of service, with intent to procure the admission of a seaman into any marine hospital, shall be immediately reported to the nearest United States attorney for prosecution.

Exceptions.

380. When an interval has occurred in the applicant's seafaring service by reason of the closure of navigation on account of ice or low water, such interval shall not be considered as excluding him from relief unless the sickness or injury for which he applies for relief be the direct result of employment on shore.

Closure of navigation.

381. During the season when navigation is closed at any port by reason of ice or low water, seamen applying for relief at such ports shall be entitled to same, provided they present the documentary evidence required in paragraph 375, which must show that the applicants were employed within sixty days immediately preceding the said closure of navigation, and it must be satisfactorily shown that the disease or injury was also acquired during the time of their service.

Period of treatment not to be reckoned as absence from vessel.

382. The time during which a seaman has been under treatment in hospital as a patient of the Marine-Hospital Service shall not be reckoned as absence from vessel in respect to debarring him from further relief.

Affidavits may be accepted as evidence.

383. Whenever an applicant for relief presents himself at the marine-hospital office or the custom-house without a master's certificate or shipping commissioner's discharge and it is impracticable to obtain such certificate on account of the absence of the vessel or its master from the port, the affidavit of the applicant as to the facts of his last employment, stating names of vessels and dates of service, may be accepted as evidence in support of his claim for the benefits of the Marine-Hospital Service.

Brief service on last vessel not a bar to relief.

384. When the period of the seaman's service as shown by his certificate on last vessel is less than 60 days, his affidavit as to previous service may be accepted if supported by satisfactory evidence.

Evidence to be verified in case of doubt.

385. In cases of doubt, reasonable effort shall be made to verify the genuineness of masters' certificates and shipping commissioners' discharges, and of the signatures to the same. Due care shall also be exercised to identify the persons presenting masters' certificates to protect the fund against imposition.

Certain cases to be submitted to Surgeon-General for decision.

386. When a reasonable doubt exists whether the applicant is entitled to relief under the regulations, the application, accompanied by a statement of the facts, shall be immediately referred to the Supervising Surgeon-General for decision, and when the seaman is in such condition that immediate medical or surgical attendance

is necessary, he will be placed under treatment pending the decision, and the action in the case taken by the officer shall be reported at the same time.

Applications for relief after sixty days absence from vessel.

387. When a seaman applies for relief after an absence of sixty days or more from his last vessel, and it satisfactorily appears that such absence was due to sickness or injury acquired in the line of duty, and that it was impracticable for him to apply to the proper officer for treatment, a statement of the facts, together with a copy of the application and other papers in support of same, shall be forwarded to the Supervising Surgeon-General for decision.

Seamen to sign certificates.

388. Any seaman who is able to write will be expected to sign his name upon the face of the master's certificate issued to him before said certificate is signed by the master of the vessel, and the officer receiving such certificate shall require the applicant to verify the signature in his presence.

Cases admitted pending decision to be numbered in order.

389. When patients are admitted for hospital treatment pending the decision of the Supervising Surgeon-General, the usual permits will be issued, dated the day on which relief commenced, and numbered consecutively with current permits, and the date of the authorization of the Department will be indorsed on the permit if relief is authorized. If relief is not authorized, the applicant shall be discharged, and the disapproval indorsed upon the papers.

Out-patients to furnish new service certificates.

390. When a seaman who has received continuous treatment at the out-patient office for a period of two months applies for further treatment, he must, to entitle him to treatment, furnish a new certificate of service showing that he is still following his vocation as seaman.

Expenses for sickness during voyage.

391. The expenses of caring for sick and disabled seamen incurred during a voyage will not be paid by the Marine-Hospital Service.

Seamen admitted to local quarantine hospitals.

392. The expenses for the care and treatment of seamen suffering from contagious diseases entitled to the benefits of the Marine-Hospital Service, who, in accordance with the State or municipal health laws and regulations are taken to quarantine or other hospitals under charge of the local health authorities, will not be paid from the Marine-Hospital fund unless such seamen were admitted at the time by the request of an officer of the Service.

Money not to be paid to seamen for expenses of sickness.

393. In no case shall money be paid to a seaman or to his family or friends by the Marine-Hospital Service as reimbursement for expenses incurred during his sickness or disability.

Rejected claims for relief.

394. When an applicant's claim for relief is rejected, the cause or causes for such rejection must be indorsed on the certificates or other papers in each case, which must then be filed and preserved.

Seamen injured in brawls not to receive treatment.

395. Seamen who may be injured during street brawls or while committing a breach of the peace, and are therefore confined in jail or taken to civil hospitals by the local authorities for such acts, shall not receive treatment at the expense of the Marine-Hospital fund.

Seamen taken ill on vessel entitled.

396. Seamen taken seriously sick or injured while actually employed on a documented vessel shall be entitled to treatment at relief stations without reference to the length of their service.

397. A certificate of discharge may, at the discretion of the officer in charge of the case, be given to a hospital patient, but such certificate when presented at another relief station shall not be taken as sufficient evidence of the applicant's title to marine-hospital relief, but may be considered as collateral to other satisfactory data submitted by the seaman. Certificates of discharge.

398. Temporary relief only is contemplated and admission to hospital is not intended to permit an indefinite residence therein for cause other than actual disease or injury. Only temporary relief contemplated.

ARTICLE XV.

RELIEF.

OUT-PATIENT RELIEF.

399. Sick and disabled seamen entitled under these regulations to the benefits of the Marine-Hospital Service whose diseases or injuries are of such a nature that they can properly be relieved by medicines, dressings, or advice, without admission to hospital, shall be treated as out-patients, and furnished medicines, dressings, surgical appliances, or advice, as the case may require. Cases to be treated as out-patients.

400. Seamen will not be furnished relief at their own homes, except by special authority from the Supervising Surgeon-General, and then only an allowance for medical attendance and medicines will be made at rates fixed by the Treasury Department. No relief furnished at homes of patients.

STATIONS OF THE FIRST CLASS.

401. The evidence of each out-patient's right to relief will be recorded in the register of out-patients, over the initials of the officer making the entry, and the certificate and papers in the case filed. Records to be made of out-relief.

STATIONS OF THE SECOND CLASS.

402. The evidence of each out-patient's right to relief will be recorded in the register of out-patients, over the initials of the officer making the entry, and the certificate and papers in the case filed. Records to be made of out-relief.

STATIONS OF THE THIRD CLASS.

403. When out-patient relief of any kind is furnished, its nature (prescriptions, medicines, etc.) will be briefly specified on the relief certificates. Character of relief to be reported.

404. When an applicant's claim for relief at the expense of the Marine-Hospital Service is found to be valid, a relief certificate, on Form 1915, will be made out by the customs officer, or acting assistant surgeon, if such an officer be in charge of the relief station, setting forth specifically the data on which, under these regulations, relief is granted, and this relief certificate, the facts contained therein having been recorded in the proper register of patients, will be forwarded to the Supervising Surgeon-General as soon as issued. Relief certificates (Form 1915) to be forwarded as soon as issued.

STATIONS OF THE FOURTH CLASS.

Character of relief to be reported.

405. When out-patient relief of any kind is furnished, its nature (prescriptions, medicines, etc.) will be briefly specified on the relief certificates.

Relief certificates (Form 1915) to be forwarded as soon as issued.

406. When an applicant's claim for relief at the expense of the Marine-Hospital Service is found to be valid, a relief certificate, on Form 1915, will be made out by the customs officer, or acting assistant surgeon, if such an officer be in charge of the relief station, setting forth specifically the data on which, under these regulations, relief was granted; and this relief certificate, the facts contained therein having been recorded in the proper register of patients, will be forwarded to the Supervising Surgeon-General as soon as issued.

Provisions for relief.

407. Whenever an application for relief is presented, the proper customs officer at the port (or the acting assistant surgeon, if an officer of that grade is on duty and in charge of the station) is authorized and directed to cause out-patient relief (medicines, etc.) to be furnished in accordance with paragraph 399, or to request authority from the Supervising Surgeon-General to furnish transportation to a relief station of the first class.

Allowance for examinations.

408. One dollar will be allowed physicians (not officers of the Marine-Hospital Service) for the medical examination of each out-patient who is referred by a customs officer for such examination, whether accompanied by a prescription or not, unless otherwise previously directed by the Department (by the terms of special agreements or contracts). In cases where an out-patent is relieved more than once, by direction of the proper customs officer, a written request will be made to the physician to that effect, which written request will be attached to the bill of the physician as a subvoucher.

Extra compensation for hospital treatment.

409. No separate compensation or allowance will be made for the medical examination and certificate made by physicians in cases where the applicants examined are placed under hospital treatment or its equivalent at the relief station where the examination is made, except when treated in hospital by another physician.

Not more than two visits allowed.

410. Out-patient relief will not be furnished except in cases of emergency, such as acute illness or injury, requiring not more than one or two visits.

Unreasonable charges disallowed.

411. Unreasonable charges for relief furnished in emergency cases will not be allowed by the Department.

Foreign seamen et al. not treated.

412. Foreign seamen or employees of the various Government services, not beneficiaries, shall not be treated.

HOSPITAL RELIEF.

Cases for hospital treatment.

413. A sick or disabled seaman entitled to the benefits of the Marine-Hospital Service shall be admitted to hospital only in cases where the gravity of the disease or injury from which he suffers is such as to require hospital treatment in the opinion of an officer of the Service, or of a reputable physician designated by the Department to act at a place where no officer is stationed.

414. Marine-Hospital officers and customs officers are required to discharge patients promptly upon the termination of the necessary hospital treatment, and without awaiting the expiration of the period authorized in the permit.

Patients to be promptly discharged.

415. Officers shall not be required to attend sick or disabled seamen on board vessels or to visit them in harbor, except at the discretion of the officer to whom the application is made.

Not required to visit seamen on board vessels.

STATIONS OF THE FIRST CLASS.

416. A bed ticket (Form 1917) shall be prepared and delivered to the applicant for relief in a sealed envelope addressed to the officer or other person authorized to receive the patient. The seaman should at the same time be informed that unless presented on the day it is issued the ticket will be invalid.

To be valid only for day of issue.

417. Bed tickets will be numbered consecutively, in annual series, commencing with the unit on the 1st of July of each year.

To be numbered consecutively.

418. Upon the admission of a patient for treatment, the commanding officer will receive his money and other valuables, and give a receipt therefor (Form 1950). Upon the termination of the treatment of the patient, his money and other effects shall be returned to him, and the receipt taken up and filed.

Receipts for money and valuables of patients to be given.

419. Whenever, in any case, a patient admitted to hospital for a given disease or injury, satisfactorily progresses to convalescence from such disease or injury, but, before being sufficiently recovered to be discharged, contracts or develops some other disease not properly a sequel or complication of the original affection or injury, a new bed ticket may be issued in such cases by the commanding officer without referring the case to the Bureau. In such case, the number of the original bed ticket will be referred to, and the disease or injury for which the patient was first placed under treatment will be stated, together with the result of the treatment for the same.

Complication of original disease.

420. At the end of each month, commanding officers shall report, by letter, the names and dates of admission of patients who have been under treatment ninety days, and will make a recommendation relative to the necessity for further treatment in each case.

Patients under treatment ninety days.

421. At the expiration of each fiscal year commanding officers will make a special report upon cases which have been under treatment for a year or more, giving a statement of their condition and prospects for discharge.

Patients under treatment one year.

422. The officer authorized and directed under these regulations to furnish relief shall keep a register of all permits issued, for which purpose a blank book (Form 1945) will be furnished by the Treasury Department, and a daily report (Form 1942) of all the patients admitted and discharged will be forwarded to the Supervising Surgeon-General on the day following that to which the transactions named in the report refer.

Hospital relief to be recorded and reported. Forms 1945 and 1942.

423. Upon the admission of a patient transferred from another station, as provided by paragraph 457, the commanding officer will indorse on the briefed fold of the duplicate relief certificate the fact and date of such admission and forward the same to the Bureau.

Relief certificate to be indorsed and forwarded.

STATIONS OF THE SECOND CLASS.

To be valid only for day of issue.

424. A bed ticket (Form 1917) shall be prepared and delivered to the applicant for relief in a sealed envelope addressed to the officer or other person authorized to receive the patient. The seaman should at the same time be informed that unless presented on the day it is issued the ticket will be invalid.

To be numbered consecutively.

425. Bed tickets will be numbered consecutively, in annual series, commencing with the unit on the 1st of July of each year.

Transfer of patients.

426. Upon admission to a contract hospital of a patient with disease or injury which, in the opinion of the officer of the Service in charge of the case, will require more than twenty days' treatment in hospital, he will at once request authority from the Bureau to transfer such patient to the nearest marine hospital, provided the patient's condition, in the opinion of the officer, is such as to admit of transportation without the services of an attendant.

Complication of original disease.

427. Whenever, in any case, a patient admitted to hospital for given disease or injury satisfactorily progresses to convalescence from such disease or injury, but before being sufficiently recovered to be discharged contracts or develops some other disease not properly a sequel or complication of the original affection or injury, a new bed ticket may be issued in such cases by the commanding officer without referring the case to the Bureau. In such case the number of the original bed ticket will be referred to, and the disease or injury for which the patient was first placed under treatment will be stated, together with the result of the treatment for the same.

Patients treated ninety days.

428. At the end of each month commanding officers will report, by letter, the names and dates of admission of patients who have been too ill to be transferred and who have been under treatment ninety days, and will make a recommendation relative to the necessity for further treatment in each case.

Hospital relief to be recorded and reported. Forms 1945 and 1942.

429. The officer authorized and directed under these regulations to furnish relief shall keep a register of all permits issued, for which purpose a blank book (Form 1945) will be furnished by the Treasury Department, and a daily report (Form 1942) of all the patients admitted and discharged will be forwarded to the Supervising Surgeon-General on the day following that to which the transactions named in the report refer.

Application for relief after office hours.

430. When a seaman entitled to the benefits of the Service makes application for admission to hospital after the dispensary is closed for the day, the person in charge of the hospital in which the patients of the Marine-Hospital Service are treated may receive the patient, should the case be urgent, and will then report the fact the following day and present to the proper officer the master's certificate or other evidence upon which his action was based. In the event of a failure to report on the second day for admission as above the permit, should it be proper to issue one, will be dated on the day when such report is made.

When permits may be antedated.

431. In no case will a permit be antedated, except as provided in the foregoing paragraph, and only to cover one working day, exclusive of legal holidays.

STATIONS OF THE THIRD CLASS.

432. Customs officers, or acting assistant surgeons when in charge of the station by special authority of the Bureau, shall issue hospital permits for the care and treatment of such applicants as may be found to be entitled to the benefits of the Service and require hospital treatment. The period for which treatment is authorized by the permit should be based upon the certificate of the acting assistant surgeon or attending physician, as given in the relief certificates, but should in no case exceed twenty days. Permits for hospital relief. Form 1916.

433. Hospital permits will be numbered consecutively, in annual series, commencing with the unit on the 1st of July of each year. Permits to be numbered consecutively.

434. Upon admission to a contract hospital of a patient with disease or injury which, in the opinion of the officer of the Service or physician in charge of the case, will require more than twenty days' treatment in hospital, the collector of customs or other officer issuing the permit will at once request authority from the bureau to transfer such patient to the nearest marine hospital, provided the patient's condition, in the opinion of the acting assistant surgeon or physician in charge of the case, is such as to admit of transportation without the services of an attendant. Transfer of patients.

435. The hospital permit, before being delivered to the applicant for relief, must be inclosed in an envelope, sealed, and addressed to the person authorized to receive the patient. The seaman should at the same time be informed that unless presented on the day it is issued the permit will be invalid. Permits valid only on day of issue.

436. When a seaman entitled to the benefits of the Service makes application for admission to hospital after the custom house or dispensary is closed for the day, the person in charge of the hospital in which the patients of the Marine-Hospital Service are treated may receive the patient, should the case be urgent, and will then report the fact the following day, and present to the proper officer the master's certificate or other evidences upon which his action was based. In the event of a failure to report on the second day for admission as above, the permit, should it be proper to issue one, will be dated on the day when such report is made. Applications for relief after office hours.

437. In no case will a permit be antedated except as provided in the foregoing paragraph, and only to cover one working day, exclusive of legal holidays. When permits may be antedated.

438. Continuous relief for periods exceeding twenty days will in no case be granted except by special authority from the Bureau. Relief not to exceed twenty days.

439. Whenever in any case a patient is unable to bear transportation to a marine hospital, and hospital treatment is required beyond the period for which the permit was originally issued, application for an extension (Form 1918) must be made to the Supervising Surgeon-General one week prior to the expiration of the permit. Application will be made by the attending physician and forwarded through the officer issuing the original permit. An application for the extension of a hospital permit must set forth the reasons why it is necessary, the actual condition of the patient at the time, and the additional period, not to exceed twenty days, during which treatment will probably be required. Extension of permits. Form 1918.

To be referred to on permits.

440. In all cases where relief is extended by special authority from the Bureau the date of the letter authorizing the relief must be indorsed upon the permits in each case.

Complications of disease for which admitted.

441. Whenever a patient admitted to hospital for a given disease or injury satisfactorily progresses to convalescence from such disease or injury, but before being sufficiently recovered to be discharged contracts or develops some other disease not properly a sequel or complication of the original affection or injury, the facts will be immediately reported by the attending officer, through the officer keeping the register of permits, to the Supervising Surgeon-General, and application made by letter for a new permit, a new medical certificate, made out and signed accordingly, to be inclosed with said letter. Should a new permit be issued, the permits will refer to each other by indorsing on the new the date, number, and diagnosis of the old, and vice versa.

Permit to be forwarded on termination of treatment.

442. Upon the termination of treatment of a patient, or the issue of a new permit, the certificate, on the outer middle fold of the permit which has expired, will be filled out and signed by the attending surgeon, and the permit will be immediately forwarded to the Supervising Surgeon-General by the officer keeping the register of permits.

Diagnosis to be reported in relief certificate.

443. In all cases where treatment in hospital is required, the diagnosis, where it is practicable to form one, shall be stated in the relief certificate by the officer or attending physician, and should he deem it necessary the relief certificate may be retained a day or two for that purpose.

Exceptions.

444. An approximate or general diagnosis (such as "heart disease," "renal disease," etc.) in the medical certificate will be accepted as sufficient in cases where it is found impracticable to make a specific diagnosis; but in all cases where a specific diagnosis is not given in the medical certificate it must be afterwards supplied by letter as soon as ascertained, and in every case where an error has been made in a diagnosis certified or reported, the error will be immediately corrected by letter.

STATIONS OF THE FOURTH CLASS.

Permits for hospital relief, Form 1916.

445. Customs officers, or acting assistant surgeons when in charge of the station by special authority of the Bureau, shall issue hospital permits for the care and treatment of such applicants as may be found to be entitled to the benefits of the Service and require hospital treatment. The period for which treatment is authorized by the permit should be based upon the certificate of the acting assistant surgeon or attending physician, as given in the relief certificates, but should in no case exceed twenty days.

Arrangements to be made and reported by customs officer.

446. Whenever a seaman applies for hospital relief, and in the opinion of the customs officer it is a case requiring immediate attention, and the papers presented by the applicant show him to be entitled to relief, a competent physician, in the absence of an acting assistant surgeon, shall be called to decide whether hospital relief is necessary; and if so advised, and the seaman is not in a condition to be transferred to a marine hospital, the customs officer shall make suitable arrangements for the care and treatment of the patient and report immediately by letter to the Supervising Sur-

geon-General, giving rates charged therefor and inclosing the relief certificate.

Arrangements to be made and reported by acting assistant surgeon.

447. Whenever a seaman entitled to the benefits of the Marine-Hospital Service applies for hospital relief at a station where an acting assistant surgeon is in charge by special authority of the Bureau, in whose opinion it is a case requiring hospital treatment, and the seaman is not in a condition to be transferred to a marine hospital, that officer shall make suitable arrangements for the care and treatment of the patient and report immediately by letter to the Supervising Surgeon-General, giving rates charged therefor, and inclosing the relief certificate.

Permits valid only on day of issue.

448. The hospital permit, before being delivered to the applicant for relief, must be inclosed in an envelope, sealed, and addressed to the person authorized to receive the patient. The seaman should at the same time be informed that unless presented on the day it is issued the permit will be invalid.

To be numbered consecutively.

449. Hospital permits will be numbered consecutively, in annual series, commencing with the unit on the 1st of July of each year.

Relief not to exceed twenty days.

450. Continuous relief for periods exceeding twenty days will in no case be granted except by special authority from the Bureau.

Extension of permits, Form 1918.

451. Whenever in any case a patient is unable to bear transportation to a marine hospital, and hospital treatment is required beyond the period for which the permit was originally issued, application for an extension (Form 1918) must be made to the Supervising Surgeon-General one week prior to the expiration of the permit. Application will be made by the attending physician, and forwarded through the officer issuing the original permit. An application for the extension of a hospital permit must set forth the reasons why it is necessary, the actual condition of the patient at that time, and the additional period, not to exceed twenty days, during which treatment will probably be required.

To be referred to on permits.

452. In all cases where relief is extended by special authority from the Bureau the date of the letter authorizing the relief must be indorsed upon the permits in each case.

Complications of disease for which admitted.

453. Whenever a patient admitted to hospital for given disease or injury satisfactorily progresses to convalescence from such disease or injury, but before being sufficiently recovered to be discharged contracts or develops some other disease not properly a sequel or complication of the original affection or injury, the facts will be immediately reported by the attending physician, through the officer keeping the register of permits, to the Supervising Surgeon-General, and application made by letter for a new permit, a new medical certificate, made out and signed accordingly, to be inclosed with said letter. Should a new permit be issued, the permits will refer to each other by indorsing on the new the date, number, and diagnosis of the old, and vice versa.

Permit to be forwarded on termination of treatment.

454. Upon the termination of treatment of a patient or the issue of a new permit the certificate, on the outer middle fold of the permit which has expired, will be filled out and signed by the attending surgeon, and the permit will be immediately forwarded to the Supervising Surgeon-General by the officer keeping the register of permits.

Diagnosis to be reported in relief certificate.

455. In all cases where treatment in hospital is required the diagnosis shall, where it is practicable to form one, be stated in the relief certificate by the officer or attending physician, and, should he deem it necessary, the relief certificates may be retained a day or two for that purpose.

Exceptions.

456. An approximate or general diagnosis (such as "heart disease," "renal disease," etc.) in the medical certificate will be accepted as sufficient in cases where it is found impracticable to make a specific diagnosis; but in all cases where a specific diagnosis is not given in the medical certificate it must be afterwards supplied by letter as soon as ascertained, and in every case where an error has been made in a diagnosis certified or reported the error will be immediately corrected by letter.

TRANSPORTATION OF SICK SEAMEN.

Details of transportation. Relief certificates to be furnished on departure.

457. In each case where a sick or disabled seaman is furnished transportation to a marine hospital for treatment, three relief certificates, respectively indorsed on the briefed fold "original," "duplicate," and "triplicate," shall be made out and signed at the station where transportation is furnished. The original will be mailed to the officer in command of the marine hospital where the patient is to be admitted, the duplicate will be given to the patient in a sealed envelope, with instructions to present it to the commanding officer of the hospital, and the triplicate will be forwarded to the Bureau.

Current rates to be allowed.

458. In the absence of specific instructions from the Department as to the transportation routes and the rates to be paid, the current rates charged the public at the time will be allowed for the transportation of seamen sent to marine hospitals under the provisions of paragraph 457.

Bills for transportation.

459. When the transfer of a patient from a contract station to a marine hospital has been authorized, bills for railroad or steamboat fare may be rendered (Form 1938) by the transportation companies furnishing same and certified by the officer receiving the tickets or transportation order.

Clinical history of each case to be furnished.

460. When patients are transferred to a marine hospital for continued treatment, the officer under whose charge the patient has been treated will send to the receiving officer a clinical history of each case and the results of the treatment adopted.

Receiving officers to be informed of probable date of arrival.

461. Officers and others, when furnishing transportation to seamen, shall inform the receiving officer, by mail or telegraph, when the patients may be expected to arrive.

INSANE SEAMEN.

Relief for insane seamen. Mar. 3, 1875.

462. Insane seamen entitled to the benefits of the Marine-Hospital Service may be admitted to the Government Hospital for the Insane, Washington, D. C., upon the order of the Secretary of the Treasury.

Special care in deciding applications.

463. Officers to whom applications are made in behalf of insane seamen shall exercise special care in these cases to exclude fraudulent persons, alien paupers, and others not entitled to relief, as the

chronic nature of such cases makes them permanent beneficiaries of the Service.

Applications to be strictly investigated.

464. When application is made in behalf of a seaman who is suffering from insanity, the usual requirements of service must be strictly investigated and the patient's eligibility for treatment fully established by satisfactory evidence before issuing a permit for relief. Pending permanent arrangements, the patient shall be admitted to the hospitals of the Service, if necessary, and the case reported by telegraph or letter to the Supervising Surgeon-General with the recommendations as to transfer to the Government Hospital for the Insane, Washington, D. C., giving the number of attendants absolutely required for conducting him in safety.

History of patient to be forwarded to Bureau.

465. When insane seamen are transferred the officer charged with the case shall transmit to the Supervising Surgeon-General a personal and clinical history of the patient, stating, as far as possible, the name, nativity, and age of the patient, the date of commencement of insanity, the form of the disease, its cause, as nearly as may be ascertained, its progress, the present condition of the patient, the prognosis of the case, the length of time the patient has been a seaman on American vessels, and the name and post-office address of his nearest known relative.

Laws governing commitment of insane to local asylums to be strictly observed.

466. After the authority of the Department has been given for the transfer of insane seamen as patients of the Service to local asylums for the treatment of the insane, officers will carefully observe the municipal laws governing the commitment of such cases to these institutions, and conform thereto strictly. These patients, except those transferred to the Government Hospital for the Insane shall be carried upon the registers of the station whence they were transferred so long as they remain under treatment, and shall be reported in the regular reports with other cases each month.

Applications from Pacific Coast stations.

467. When application is made in behalf of an insane seaman at a relief station on the Pacific Coast, the officer of the Service or customs officer shall report the facts in the case at once to the Supervising Surgeon-General by telegraph, with recommendations for the transfer of the patient to the nearest local asylum for the care of the insane, giving rates to be charged for maintenance and treatment.

DECEASED SEAMEN.

Relatives to be notified.

468. On the death of a patient while under the charge of the Marine-Hospital Service, notice to receive his effects shall be given by letter or otherwise to his nearest known relative, and when said effects are delivered to the latter a receipt shall be taken therefor and filed.

Burial expenses.

469. The necessary expenses of a plain burial for deceased patients of the Service will be paid, but no part of the expenses of the burial of any deceased seaman will be paid for at the expense of the Marine-Hospital Service unless said seaman was at the time of his death a patient of the Service. When friends or relatives of a deceased seaman claim the body and assume charge of the funeral arrangements, no part of the expenses of the same will be paid by the Marine-Hospital Service.

ARTICLE XVI.

SEAMEN OF THE GOVERNMENT SERVICES AND FOREIGN SEAMEN.

UNITED STATES NAVY AND COAST SURVEY.

Officers and seamen of various Government services may be admitted.

470. Officers and seamen employed on vessels of the United States Navy and the Coast Survey may be admitted for care and treatment as patients of the Marine-Hospital Service only upon the written request of their respective commanding officers. Every such admission shall be immediately reported to the Supervising Surgeon-General by the officer in charge of the station, on a daily report (Form 1942) or relief certificate (Form 1915), accompanied by a copy of the request upon which such officer or seaman was admitted. They shall be furnished treatment at stations of the first, second, and third class only. The rate of charge to be made for the care and treatment of the said officers and seamen will be fixed by the Department at the beginning of each fiscal year, and will be announced to officers and others in the annual circular entitled "Contracts for care of seamen." The above class of patients are not subject to the provisions requiring transportation to marine hospitals.

FOREIGN SEAMEN.

Foreign seamen may be treated. Sec. 6, act Mar. 3, 1875; 18 Stat. L., 485.

471. The accommodations provided for the care and treatment of the patients of the Marine-Hospital Service are also available to foreign seamen at relief stations of the first, second, and third class upon the application of the consular officer of the nation under whose flag they are sailing; or upon the application of the masters of the vessels upon which said seamen serve, provided satisfactory written security is given for the payment of the expenses of such care and treatment, at rates fixed annually by the Secretary of the Treasury. When treatment is furnished a foreign seaman, the fact will be immediately reported to the Surpervising Surgeon-General, on a daily report (Form 1942) or relief certificate (Form 1915), accompanied by a copy of the application upon which he was admitted.

Bills for care and treatment, Form 1926.

472. A bill (Form 1926) in duplicate must be rendered by the officer of the Marine-Hospital Service in command for the care of each foreign seaman or other seaman admitted (not entitled to treatment free), said bill to be rendered upon the termination of treatment in each case. One copy of this bill shall be delivered to the collector of customs, who shall at once collect the amount; the other copy shall be forwarded by the officer rendering the bill to the Supervising Surgeon-General.

Monthly accounts to be rendered.

473. Customs officers acting as agents of the Marine-Hospital Service shall collect all bills for the care and treatment of seamen of the classes enumerated in paragraphs 470 and 471 when rendered by the proper Marine-Hospital officer, and will render monthly accounts for all moneys collected on account of the care and treatment of such seamen; said accounts to be accompanied by abstracts giving the name and nationality of the patient, date of admission and date of discharge, period of treatment, and amount collected in each case.

474. Collectors of customs will notify the commanding officer of the vessel of the class enumerated in paragraphs 470 and 471, upon whose request the seaman was admitted, of the amount of the bill, and when paid will give a receipt therefor. The money will be deposited as a repayment to the Marine-Hospital fund in the manner provided for moneys received for the care of foreign seamen.

Notification of amount of bill.

475. The rate of charge to be made for the care and treatment of foreign seamen will be fixed by the Department at the beginning of each fiscal year, and will be announced to officers and others in the annual circular entitled "Contracts for care of seamen." Foreign seamen are not subject to the provision of paragraphs 426 and 434 requiring transportation to marine hospitals.

Charges for care and treatment.

THE REVENUE-CUTTER SERVICE.

476. The officers and crews of the Revenue-Cutter Service will receive hospital or out-patient treatment, as hereinafter provided, on certificate signed by the commanding officer or executive officer of a revenue cutter, without regard to length of service. The certificate shall contain a description of the applicant for relief. Officers on leave or waiting orders may sign their own certificate.

Admitted without regard to length of service.

477. Any such officer or seaman whose condition absolutely requires treatment in hospital will be admitted to hospitals at stations of the first class and to all contract hospitals enumerated in the annual circular entitled "Contracts for care of seamen," subject to the provisions of the said circular with regard to the transfer of patients from a contract to the nearest marine hospital. No admission to hospital will be granted at any port not mentioned in said circular. At all ports mentioned in the circular, where no specific arrangements for treatment in hospital are made, the regulations governing admission at fourth-class (emergency) stations will be enforced.

Admitted to stations of class 1 and to contract hospitals.

478. Out-patient treatment will be furnished at all stations where an officer of the Marine-Hospital Service is on duty. At all other stations out-patient relief will be granted only in case of emergency and under the provisions of the regulations relative to fourth-class (emergency) stations. No out-patient relief will be granted at any station not mentioned in the annual circular entitled "Contracts for care of seamen," and in all other respects the regulations of the Marine-Hospital Service must be complied with.

Out-patient treatment—where and how furnished.

THE MISSISSIPPI RIVER COMMISSION.

479. Masters, officers, and crews of vessels in the service of the Mississippi River Commission shall be entitled to the benefits of the Marine-Hospital Service (except at stations of the fourth class), under the same regulations as govern the admission of seamen on documented vessels. No charge shall be made for their care and treatment.

Officers and crews of vessels of the Mississippi River Commission entitled.

THE ENGINEER CORPS, UNITED STATES ARMY.

480. Seamen employed on vessels under the charge of the Engineer Corps of the United States Army shall be admitted to the benefits of the Marine-Hospital Service without charge at stations of the first, second, and third class upon the written request of the commanding officers of said vessels.

Seamen employed on vessels of the Engineer Corps, U. S. A., entitled.

THE LIFE-SAVING SERVICE.

Employees of the Life-Saving Service entitled. Act Aug. 4 1894.

481. Keepers and surfmen of the Life-Saving Service will be treated in the marine hospitals, but not in contract hospitals, nor at their homes, and will receive out-patient relief only at the dispensaries connected with the said marine hospitals. Keepers and surfmen will be entitled to the ordinary accommodations of the hospitals, and will comply with all rules and regulations relating to discipline and management.

Applicant must furnish certificate of service.

482. An applicant must present a certificate, signed by a keeper, district superintendent, or assistant inspector of the Life-Saving Service, in the form prescribed by the Department, testifying to his services as a keeper or surfman of a life-saving station, and giving other satisfactory evidence that he is entitled to treatment. When it is impracticable to obtain the certificate, signed as above required, an affidavit of the applicant as to the facts of his employment may be accepted. The applicant must be required to sign his name to the certificate before it is signed by the officer issuing it.

Requirements of certificate.

483. The certificate must show that the applicant is borne upon the rolls of the Life-Saving Service at the time of making the application. Applicants who have been discharged from the Life-Saving Service, being no longer members thereof, are not entitled to treatment.

Admitted during the period stations are open.

484. During the period when the life-saving stations are open, sick or injured keepers and surfmen will be admitted to hospital or out-patient treatment according to the necessities of the case.

Admitted during the period stations are closed.

485. During the months when the stations are closed, sick or injured keepers and surfmen will be admitted as above, unless the sickness or injury is the result of employment not connected with the United States Life-Saving Service. If injured or taken sick during said months as a result of employment not connected with the Life-Saving Service, treatment will not be granted.

Only temporary treatment furnished.

486. Under the terms of the act of August 4, 1894, a marine hospital will not be considered a home for sick or disabled keepers or surfmen of the Life-Saving Service. Temporary treatment alone is permitted, and no keeper or surfman will be retained in hospital longer than ninety days unless special authorization is given by the Department.

THE LIGHT-HOUSE SERVICE.

Officers and crews of the Light-House Establishment entitled.

487. Officers and crews of the several vessels belonging to the Light-House Establishment may be admitted to the benefits of the Marine-Hospital Service upon the application of their respective commanding officers. No charge will be made for care and treatment.

ARTICLE XVII.

CUSTODIANS.

DUTIES AS CUSTODIANS.

Officers to act as custodians of marine-hospital and quarantine stations.

488. Commissioned officers or acting assistant surgeons will be appointed by the Secretary of the Treasury as custodians ex officio of the buildings constituting marine-hospital and quarantine sta-

tions of which they are in charge, without extra compensation, and they will have control and supervision of the buildings and grounds so intrusted to them.

Duties of custodians.

489. The specific duties of officers who are appointed to act as custodians of marine hospital and quarantine stations are detailed in an official publication of the Treasury Department entitled "Instructions to custodians of public buildings" (1895), and the rules and regulations therein set forth are to be obeyed by officers and others.

Acting custodians.

490. Custodians may, when necessary, submit to the Department for approval the nomination of a suitable official for appointment as acting custodian, to serve during the absence of the custodian by reason of sickness or any other cause; but such person shall not act until his nomination is approved by the Department.

Custodians to cause buildings and grounds to be kept in order.

491. Custodians will cause the halls, stairs, vestibules, passageways, and rooms to be kept clean at all times, and will take such measures as may be necessary to prevent nuisances about the building and grounds. The wards must be in good order before 9 o'clock a. m. and the quarters of the hospital attendants before 11 o'clock a. m. of each day.

Rooms to be used for official purposes only.

492. They will not allow any of the rooms in the building to be used for other than official purposes except those assigned as quarters.

Economy enjoined in use of lights and water.

493. Special attention to economy in the use of gas, electric lights, and water is enjoined upon custodians, who will cause attendants and others concerned in their control to promptly extinguish all lights not absolutely required for the proper transaction of official business in the executive portions of the buildings under their charge. Water used at meter rates must also be economically employed.

Necessity for repairs, etc., to be reported.

494. Any necessity for repairs or alterations of the building, of the approaches to the building, or of the fences inclosing the grounds will be promptly reported by them to the Secretary of the Treasury, through the Supervising Surgeon-General, together with an estimate of the cost of making the same and their recommendation in regard thereto.

Unauthorized expenditures not permitted.

495. Expenditures for repairs made without previous authority will not be permitted, and application must be made to the Secretary of the Treasury, through the Supervising Surgeon-General, for any improvement or alteration of the building or grounds.

Emergency expenditures will be allowed.

496. Custodians will not incur expenditures for repairs without the previous written authority of the Department, except in case of sudden break or defect in plumbing or heating apparatus, or leak in the roof of the building, when they will cause the necessary repairs to be made, and immediately report the same to the Department.

If authorized expenditure is insufficient.

497. When an amount authorized for any specific purpose proves insufficient, authority must be obtained for any additional expense before submitting vouchers for payment.

Vouchers to be transmitted.

498. Custodians will prepare and transmit for payment vouchers for all expenditures authorized, charging them to the appropriation

specified in the letter authorizing the expenditure, which must also be referred to by date.

Estimates to be submitted in detail, etc.

499. Estimates of proposed expenditures should be submitted in detail when repairs of the buildings or improvements of the grounds are recommended.

Requisitions not oftener than once a month.

500. Custodians will not make requisitions for articles needed in public buildings under their charge oftener than once a month.

Proposals for fuel.

501. Proposals for supplying fuel should be made to include all expense incidental to weighing, delivering, and stowing.

Certificate of inspection of fuel.

502. Each voucher for fuel must be accompanied by a certificate of inspection (Form 118) signed by an employee of the Service who shall have been designated by the custodian to inspect, weigh, and measure all supplies of fuel. Blank forms for such certification will be furnished by the Department.

Advertisements not to be posted on walls.

503. Advertisements or public notices, except such as relate to public business, must not be posted on the walls or in the corridors of buildings in charge of custodians.

Diagrams of rooms and occupation of same to be forwarded annually.

504. Custodians will forward annually, on the 30th of June, to the Supervising Architect, Treasury Department, through the Marine-Hospital Bureau, rough diagrams of the different floors of the buildings under their charge, showing by whom the several rooms are occupied. A duplicate of same shall be sent to the Supervising Surgeon-General for the files of the Bureau.

Application for leases and renewals.

505. Custodians will make application to renew leases of buildings at least sixty days before the expiration of existing leases, giving a list of all buildings and rooms rented at their station, the purposes and periods for which they are leased, the annual rent paid, that the premises are suitable for the purpose designed, that the rent charged is as low as suitable premises can be obtained, and that the lessor can give a valid lease.

Precautions against fire.

506. Custodians of marine hospital and quarantine stations will use every possible precaution to guard against danger of destruction of the buildings and other property by fire. In all buildings where fire hose is not provided, fire buckets are to be kept filled with water, ready for use, and must not be removed from their proper places, or used for any other purpose than extinguishing fire.

Weekly fire drill.

507. Attendants will be instructed and drilled once each week by the hospital steward, under the direction of the officer in command, in the proper use of the fire-extinguishing apparatus. He shall vary the time of holding the drill from week to week, and shall also vary the supposed site of the fire in such manner as will best accustom the attendants to meeting all possible emergencies.

Supervision of fire drill.

508. The fire drill shall be supervised by the commanding officer in person, or by a junior officer detailed by him, and all officers and attendants present for duty shall be required to take part in same.

Specific duty of each officer and attendant at fire drill.

509. Each officer and attendant shall have assigned to him a specific duty to perform in the execution of the drill, and a placard giving those duties in detail, suitably framed, shall be posted in a *conspicuous* place in the executive building.

510. In addition, a slip defining their respective duties shall be furnished to each officer and attendant, and kept posted by them in their respective quarters. Slip defining duties to be furnished.

511. Officers and attendants shall be required to familiarize themselves with their respective duties, and the attendants shall be required to recite their duties at the regular weekly muster. Familiarity with duties required.

512. The character of the station and the number of attendants will necessarily determine the duties to be assigned to each, but the following scheme, designed for a station of eight attendants, is suggested as a guide: Determination of duties.

Fire alarm: Continuous ringing of gong.

513. Alarm: The alarm will be given by the person discovering the fire, and he will then proceed to his proper station.

514. Steward: Will assume direction of the efforts to extinguish the fire, and if in the executive building, will at once remove the records to a place of safety.

515. Engineer: Proceed at once to the hydrant nearest the scene of fire and stand by to turn on water.

516. Driver: (*a*) If fire is in the stable, remove horse to place of safety, and then return to scene of fire to perform such duties as may be assigned to him. (*b*) If fire is not in stable, he will assist the yardman in carrying ladder to scene of fire and raising it.

517. Yardman: Assist in carrying ladder to scene of fire and raising it.

518. Messenger: Proceed to scene of fire with ax and fire bucket, and then assist nurse in removing patients to place of safety.

519. Cook: Proceed to scene of fire with ax and fire bucket, and then assist with the hose.

520. Launderer: Proceed to scene of fire and assist with the hose.

521. Nurse: Arrange for removal of patients, get out wheel chairs and stretchers, then stand by for orders.

522. Night watch: By night give alarm and proceed to scene of fire with fire buckets. By day proceed to scene of fire for orders.

523. Persons or corporations demanding payments in advance for gas, water, or other service, or supplies for public the use, will be notified that, under the restrictive provisions of the statutes, no account can be paid except for service, etc., rendered at the date of presentation of such account. Advance payment of bills.

524. The custodian shall take suitable measures to preserve order about the buildings and grounds and to prevent trespass, destruction of trees, fences, or walls inclosing the hospital and quarantine reservations. He shall report to the United States district attorney of the judicial district in which the reservation is situated any serious infractions of this provision. Trespassing on grounds or injuring trees and fences. Rev. Stat., Supp., vol. 1, c. 151, p. 91.

525. Custodians shall not remove trees or shrubbery from the reservation nor change existing fences without authority from the Department. Trees and fences not to be removed.

526. Vegetable gardens shall not be maintained at the expense of the Marine-Hospital fund. Gardens not to be maintained.

ARTICLE XVIII.

PUBLIC PROPERTY.

All property to be accounted for. Forms 1903, 1904.

527. Commissioned officers and acting assistant surgeons shall keep a true account of all public property received by them. For this purpose a return shall be rendered by them on the 1st day of July and the 1st day of January, each year.

Responsibility of commanding officers for care of property.

528. The commanding officer is held responsible by the provision of paragraph 123 for all the public property in his charge, and it is expected that he will not allow this responsibility to become a mere routine consideration in the discharge of his duties. This responsibility includes the care and conservation of it while intrusted to his control.

Actual invoices to be made.

529. In preparing the semiannual property returns the hospital steward shall make an examination and count of the actual articles on hand, and not render a return which is merely a transcript of records.

Invoices to be made to successors.

530. When an officer accountable for public property resigns, is transferred to another station, or otherwise ceases to have charge of said property, he shall, when so directed by the Supervising Surgeon-General, prepare an invoice (Form 1903 or 1904) thereof to the officer relieving him, and shall remain at station until the transfer invoice is duly verified and receipted by the officer who receives the property. The completed paper shall then be forwarded to the Supervising Surgeon-General by the officer relieved of the custody of the property. The copy retained at the hospital shall be similarly signed.

Customs officers to have custody of property.

531. At stations where no officer of the Marine-Hospital Service is on duty, the proper customs officer will have custody of all property belonging to the Marine-Hospital Service, and will account for the same to the Treasury Department.

Personal property accounts.

532. Medical officers of the Service who may be charged with the personal custody of certain special property of the Service (microscopes, etc.) will render semiannual returns of same in their personal name.

Property not to be dropped from returns.

533. No property will be dropped from the property return without authority from the Bureau, except such articles as are declared to be expendable by the Bureau. The names of all such articles are to be found in the "Supply table" in a separate list.

Obsolete books, etc., may be dropped.

534. All books, such as Lists of Merchant Vessels, city directories, Nomenclature of Diseases, and other publications, the dates of which render them useless after the year for which they are intended, may be dropped from the return.

Sale of public property.

535. Property belonging to the United States Government shall not be disposed of at private sale. When authority has been obtained from the Secretary of the Treasury to dispose of such property, it may be sold at public sale, after due notice by advertisement, either by publication in newspapers or by posting written or printed notices in places frequented by the public.

536. In case of loss or destructionof non expendable articles the officer or person responsible for the property shall report to the Supervising Surgeon-General the facts concerning the loss or destruction thereof at once, accompanied by his affidavit, sworn to before a notary public or other person qualified to administer oaths. Loss of property.

537. Officers are not expected to account for parts of articles and materials used for the preservation of public buildings and for repairs to articles which are already charged to the station, such as lumber, paints, gas and electric-light fittings, stove grates and linings, ax handles, drawer pulls, parts of harness, but will render the account of such expenditures under the head of repairs to the several articles. Material for repairs need not be accounted for.

UNSERVICEABLE PROPERTY.

538. The commanding officer of each hospital station shall set aside a suitable room for the reception and storing of property turned over to the hospital steward as worn out or unfit for use. This room shall be provided with shelving and compartments for the orderly arrangement of such property. Room for unserviceable property.

539. Each article of property, when worn out or unfit for use, shall be turned in to the hospital steward, who shall affix to same a tag, properly inscribed with date, by whom turned in, where from, cause of unserviceable condition, and date of purchase, except in the case of crockery or glassware, which can not be tagged. Arrangement for inspection.

540. Care of such property and the preservation of same pending the action of an inspector is required. Articles which may be repaired or which are not entirely worn out must be suitably protected from the effects of atmosphere, vermin, or other deteriorating agencies after deposit in such room. Care of unserviceable property.

541. Officers shall forward to the Supervising Surgeon-General on the 1st days of April and October of each year an inventory of all articles of property for which they are responsible, which have been broken, worn out, or otherwise rendered unfit for further use, and all such articles will be retained for inspection. The last report shall include all articles previously reported, which have not been condemned. Unserviceable property to be reported.

542. Articles of hospital bedding and clothing will be made up into parcels of ten, properly labeled, and broken crockery and glassware restored by piece as far as possible and arranged for inspection and count. To facilitate the work of condemnation, all articles are to be so placed in the room that they shall follow in order the sequence of the list as presented to the inspector on Form 1909. Arrangement of, for inspection.

543. All articles when condemned by the inspector shall be separated into two lots for destruction and disposal, viz, articles that can be destroyed by burning and articles that are indestructible by this means. The former class shall be immediately burned on the premises in the presence of the inspector, and the latter class shall be immediately carried off to a public dumping place and there deposited. Disposition of condemned articles.

Use of articles in cleaning and repair.

544. The inspector is authorized to except from the above provisions a reasonable quantity of articles (sheets, pillow cases, towels, etc.) for use in cleaning work and to permit the retention of portions of articles that may be useful in the preservation of others of similar character or suitable for repair work about the station.

Commanding officer responsible for property about to be condemned.

545. The commanding officer responsible for unserviceable property about to be condemned will accompany the inspector during such examination and give him all necessary information as to its use and present condition, with the cause thereof.

Only property in use to be reported.

546. Only property in use shall not be reported as unserviceable, nor should it be by the inspector, merely because worn or shabby in appearance, if it is found to be still serviceable.

Authority for disposition of property.

547. No other persons than those designated in paragraph 543, except the Supervising Surgeon-General and the Secretary of the Treasury, shall order the final disposition of condemned property, unless in urgent cases, which may be immediately killed to prevent contagion or suffering.

Reports on condemned property.

548. Articles of property inspected by officers, under instructions from the Department, will be reported upon fully as to their condition, with recommendations for their disposal (Form 1909). Such articles as can be repaired or utilized by the Service will not be recommended for sale or destroyed. Reports of the inspection of unserviceable property will be forwarded to the Supervising Surgeon-General with the vouchers.

Unserviceable property not to be submitted for inspection.

549. Unserviceable property which has once been condemned shall not again be submitted for inspection except in case of the disapproval of the inspector's report, when in such case the last inventory must show a note of that fact.

Officers not to purchase condemned property.

550. Public property which has been condemned and is offered for sale by authority of the Department, shall not be purchased by the officer who was responsible for it at the time of condemnation, nor by an officer who took any part in such condemnation.

ARTICLE XIX.

SUBSISTENCE AND CONTRACTS.

Subsistence, fuel, groceries, laundry supplies, etc.

551. Articles of subsistence, fuel, groceries, laundry supplies, and forage not furnished from the Bureau shall be obtained for the United States marine hospital and quarantine stations, whenever practicable, by contract, after advertisement; said contract to be executed by the commanding officer in behalf of the United States.

Estimates for subsistence. Form 1910.

552. On the 1st day of May of each year the commanding officer of each United States marine hospital and quarantine station shall forward to the Supervising Surgeon-General an estimate in duplicate of the quantities of subsistence and other supplies required for consumption during the ensuing fiscal year.

Subsistence allowed stations.

553. The ordinary articles and quantities of subsistence supplies for 10,000 full rations shall not exceed 5,000 pounds of meat, fresh and salt; 2,000 pounds of fish, fresh and salt; 10,000 pounds of veg-

etables; 10,000 pounds of breadstuffs and other prepared farinaceous food; 100 pounds of tea; 300 pounds of coffee; 1,500 pounds of sugar; 25 gallons of molasses or sirup; 800 gallons of milk; 1,000 pounds of butter; 300 dozens of eggs; 300 pounds of lard; 1,500 pounds of fresh and dry fruit; 500 pounds of salt; 25 pounds of pepper; 25 gallons of vinegar; 25 gallons of pickles.

Schedules to be furnished dealers.

554. Upon the approval of the estimate for annual supplies, advertisements for proposals shall be published in accordance with the directions of the Bureau, and schedules shall be furnished dealers in the articles enumerated, for the purpose of obtaining their proposals.

Schedules to be made specific, Form 1911.

555. In making schedules of articles on which proposals to furnish the supplies may be based, each article shall be fully specified, describing, so far as possble, its kind, brand, and quantity. The exact weight or volume shall be given, in order that there may be no doubt as to what the bidder will be required to furnish, if his proposals are accepted.

Collusion among dealers.

556. Should there be reason to suspect collusion among dealers to obtain more than a fair market price for articles required to be purchased, or should the prices be exorbitant, the proposals will be rejected and authority will be given to advertise for new proposals and other dealers invited to compete. If necessary, authority will be given to purchase in open market or elsewhere at current trade prices.

No advertisement without authority. Rev. Stat., 1878, p. 749, s. 3828; 15 July, 1870, c. 292, s. 2, v. 16, p. 308.

557. Advertisements shall be inserted in such newspapers as the Secretary of the Treasury may direct, and no bill for advertising will be paid, unless there be presented with the bill, the original, or a copy of such written authority.

Instructions for dealers.

558. Dealers shall be instructed that the proposals must be signed in duplicate with the firm signature and be delivered in duplicate in a sealed envelope marked "Proposals for hospital supplies," addressed to the commanding officer of the station.

Three bids required in each class.

559. Proposals from at least three dealers in the respective articles will be required, if obtainable, for each class of supplies.

Bids from responsible dealers desired.

560. Commanding officers of marine hospital and quarantine stations shall make reasonable effort to induce the largest and most responsible dealers at the station to submit proposals to furnish subsistence and other supplies.

Separate schedules to be made.

561. The commanding officer shall make separate schedules in accordance with the approved estimate for each of the different classes of articles, namely, for meats, vegetables, breadstuffs, groceries, fuel, forage, and ice. These schedules shall be furnished in duplicate to all persons who may call for them for the purpose of submitting bids, but bidders must be actual dealers in the articles they propose to furnish.

Changes in schedules may be made.

562. If more advantageous to the Service at particular ports to separate certain articles from any of the groups referred to, in order to obtain separate proposals from dealers therein, the schedule shall be made out accordingly or they may be grouped together to secure combined proposals in the discretion of the commanding officer.

Samples to be submitted.

563. Samples shall be required to be submitted to the commanding officer by the several bidders, as far as practicable, and the quality of the samples submitted, as well as the prices, will govern the recommendations of the commanding officer as to the acceptance of any bid.

Opening of proposals.

564. The proposals received shall be opened at the time specified in the advertisement by the commanding officer of the marine hospital or quarantine station, in the presence of such bidders as may present themselves.

Comparative schedule to be made.

565. A comparative schedule of all the proposals received shall be prepared and transmitted to the Supervising Surgeon-General, together with the proposals in duplicate, accompanied by a letter of transmittal giving the recommendation of the commanding officer as to the relative merits of each proposal.

Contracts, Form 1912.

566. Upon receipt of instructions from the Bureau as to the proposals accepted, commanding officers of United States marine hospital and quarantine stations will enter into contract with the bidders whose proposals have been accepted; the contracts shall be made out in quadruplicate upon the blank form furnished by the Department for that purpose, and when completed shall be transmitted to the Supervising Surgeon-General.

Period of contracts.

567. Contracts for subsistence and other hospital supplies will be made for one year, commencing on the 1st day of July of each year, and ending on the 30th of June following.

Legal requirements of signing.

568. The contract shall be signed in the firm name, without seals, but the bond accompanying the contract must be signed by the individual members of the firm and their sureties, and each signature to the bond must have a seal attached. When a person signs a contract for a company, a power of attorney or other written evidence that he is authorized to act for the company must be attached to the contract.

How made and certified.

569. Agreements and contracts made on account of the Marine-Hospital Service, required to be made in legal form with bonds and sureties, shall be certified by the proper customs officers, respectively, as to the sufficiency of the sureties given.

Officers may have benefit of contracts.

570. Officers on duty in United States marine hospital and quarantine stations shall have the privilege of purchasing regular subsistence supplies at the contract rates from contractors furnishing said stations, and a clause to that effect may be included in each contract; but such officers shall not be allowed to include in the contract articles not included in the estimate.

Approval of Department required.

571. Contracts or agreements made or entered into by officers of the Marine-Hospital Service for work, labor, or material, or supplies of any kind will not be binding until they shall have been approved by the Department or written authority obtained to enter into such contract or agreement.

Inspection of supplies.

572. Articles and supplies purchased for the Service, before being accepted by the person authorized to receive them, must be carefully inspected, and shall be rejected unless of good quality, corresponding to the specifications in the bid, and in every respect satisfactory.

573. Commanding officers of United States marine hospital and quarantine stations shall, from time to time, inspect the quality of the hospital supplies furnished under contract, and shall reject such as are of inferior quality. To inspect supplies.

ARTICLE XX.

REQUISITIONS.

MEDICAL SUPPLIES.

574. Commanding officers shall as far as practicable anticipate the needs of the Service at their respective stations by making requisition for such articles of hospital equipment, bedding, clothing, and medical supplies, or other property, as may be necessary. Requisitions, Form 1905.

575. Requisitions for medical and surgical supplies will be made semiannually, on the 1st days of April and October of each year, and shall be forwarded to the Supervising Surgeon-General. Time of making.

576. The standard as to articles and quantities allowed to stations shall be the "Official Supply Table of the Marine-Hospital Service." Official Supply Table.

577. Medical officers will see that the semiannual requisitions do not call for any article not in the Supply Table, nor for quantities in excess of those therein allowed. They will forward one copy to the Supervising Surgeon-General and will retain one in their office. Requisitions to be limited to articles in the Supply Table.

578. In order to permit the indulgence of individual preferences, and to provide for the exigencies of climate, season, epidemic diseases, etc., additional medicines may be requested by officers, who will state the reasons for adding unusual articles and amounts. Medical supplies.

579. When supplies require to be replenished at any time between the dates for making the regular requisitions, special requisitions may be forwarded to the Supervising Surgeon-General, stating the articles and the quantities required up to the time of the next semiannual issue of supplies, and the reason which necessitates the request. Intermediate requisitions.

580. Requisitions for liquors and vials will be made on the 1st of October of each year for a supply of twelve months. Liquors and vials.

STATIONERY, BLANKS, AND BOOKS.

581. Requisitions will be made semiannually, on the 30th of June and 31st of December of each year, by officers for stationery, and on the 1st of April and the 1st of October of each year for blanks and books. Stationery, blanks and books, Forms 1906 and 1907.

582. Requisitions for stationery must be accompanied by samples of printed envelopes desired. Sample envelopes.

583. In preparing requisitions for stationery a full year's supply of ink and mucilage shall be included on the requisitions forwarded June 30 of each year. Ink and mucilage.

MISCELLANEOUS ARTICLES.

584. In special requisitions each item must be fully described, and the kind, quantity or number, and estimated price of each article must be given in appropriate columns, and a total made. Special requisitions.

Special requisition, Form 1908.

585. The several columns in special requisitions shall be filled out in respect to each item listed. The estimated price shall be given in all cases where practicable to obtain it from dealers, and the appropriation from which payable shall be indicated in the column designed for that purpose. In the case of new or unusual items involving considerable cost it will not be sufficient to report none on hand, but an explanatory letter must accompany such requisitions, referring in detail to those particular articles and presenting statements in support of same.

Supplies must not be accumulated beyond needs.

586. Requisitions for articles of hospital equipment, such as utensils, implements, etc., must not be made in anticipation of needs beyond the fiscal year, nor with a view to accumulate a surplus stock in excess of probable loss by breakage or wear.

Letters of transmittal.

587. Special requisitions, estimates, proposals, and bills must always be accompanied by letters, giving briefly such information as may be necessary for proper action.

Repairs to property.

588. The subject of repairs to property of the Service shall form the basis of separate communications, and in all cases must be accompanied by estimates of the probable cost of same.

Shipments by express and freight.

589. When stationery, books, and blanks, or other supplies are forwarded by express the charges thereon are invariably prepaid by the Department or Bureau, but on all shipments by freight the charges are to be paid by the officer receiving the goods, who shall forward vouchers for the amount advanced by him, attaching the freight bills as subvouchers. The drayage or other charges attending the transfer of goods from the depot or wharf at the point of destination shall be paid by the officer receiving the shipment, and will be refunded upon receipt of bills accompanied by subvouchers covering the full amount charged.

ARTICLE XXI.

MEDICAL AND SURGICAL SUPPLIES.

Supply Table

590. The Supply Table, issued by the Bureau, enumerates the medical supplies issued to the United States Marine-Hospital Service and the quantities and sizes of original packages.

Kind of supplies issued.

591. It is the policy of the Bureau to supply from time to time new remedies of determined therapeutic value; but newly introduced remedies desired only for experiment and such as offer no manifest advantage over those already issued will not be supplied. It is believed that all necessary articles are included, and that the quantities allowed will be found sufficient under ordinary circumstances.

Special preparations not allowed.

592. Requisitions for particular preparations, simply because they are agreeable to the taste or to save trouble in compounding, will not be approved; nor will preparations of a drug be furnished when one or more practically equivalent ones are on the list.

Defects in supplies to be reported.

593. Medical officers shall report to the Supervising Surgeon-General all defects observed in the quantity, quality, or packing of

medical supplies. They are requested to freely communicate with the Supervising Surgeon-General as to any suggestions tending to the improvement of medical supplies, appliances, etc., and to make reports as to new designs of apparatus, etc.

Appliances and special apparatus not to be purchased.

594. Surgical appliances, such as trusses, elastic stockings, artificial limbs or eyes, glasses, and orthopædic apparatus, must not be purchased for patients of the Service without special authority from the Bureau.

Microscopes issued on personal account.

595. Commissioned officers desirous of making investigations may apply to the Supervising Surgeon-General for a microscope and attachments, which, when furnished, will be under their personal charge, and they shall be responsible for its care and preservation and shall take same with them when changing station for permanent duty. While it is in their charge they will be required to make a semiannual property return of the said microscope and accessories on Form 1903.

Appliances for patients.

596. Medical officers desiring to issue surgical appliances to outgoing patients, such as crutches and rubber bandages, must obtain authority from the Bureau to issue them. Patients needing other special appliances may be supplied upon authority from the Bureau after a full statement of the case is submitted for consideration; but officers are not authorized to purchase such articles under the exigency clause.

Exchange of medicines prohibited.

597. The exchange of medicines or supplies with druggists or merchants is prohibited.

Elastic stockings.

598. Elastic stockings will be furnished only to patients in hospital at the date of requisition. Said articles will not be furnished to out-patients unless under exceptional circumstances, which should be fully stated in a letter of transmittal.

ARTICLE XXII.

PURCHASES AND BILLS.

EMERGENCY PURCHASES.

Economy in expenditures to be observed.

599. The necessity for economy in the expenditure of the fund for the support of the Service, and the appropriations for fuel, lights, water, and miscellaneous items, and furniture and repairs of furniture (the two latter being limited allotments for the use of this Service), must be observed. It is not possible to define absolutely an emergency purchase, but in general it may be stated that it covers only such items as medicines and surgical supplies (listed on the Supply Table) which have become unexpectedly exhausted: the breakage of articles in daily use and absolutely necessary for the proper administration of the hospital, such as surgical instruments, wagons, harnesses, horseshoeing, cooking stoves, and important utensils used in the hospital kitchen, and which must be replaced or repaired immediately, and these will be held to be examples of an emergency recognized by the Bureau in its approval of bills forwarded under this clause. Officers shall not contract bills under this exigency

clause for articles or services other than those already defined, unless it is clearly established that injury to the public interests, or damage to public property would result by such delay as would have been necessary to procure the authority of the Bureau for the proposed expenditure.

Proposals must accompany certain special requisitions.

600. Proposals from at least two responsible dealers, each stating the price at which he proposes to furnish the articles or make the repairs, will be required to accompany all special requisitions for purchases or repairs, and no expenditure of this character will be incurred by commanding officers or acting assistant surgeons of the Marine-Hospital Service without specific authority from the Department, except in cases of emergency. These proposals must be transmitted with recommendations of the officer as to the acceptance or rejection of such proposals.

Emergency purchases. Rev. Stat., s. 3709.

601. For such absolutely necessary purchases, including articles of subsistence not provided for by contract and repairs as require immediate attention and involve but small amounts, bids will not be required; but it must be satisfactorily shown that the expenditure was immediately necessary, and that the necessity therefor could not have been foreseen by ordinary care, and the exigency must be certified on the face of the voucher.

Subsistence purchases outside of contracts.

602. Extra purchases of subsistence supplies (i. e., of articles not in the contract) are to be made by the steward on the order of the commanding officer of the station. If in the latter's absence an emergency purchase must be ordered by the officer in temporary charge, it should be reported at the first opportunity to the commanding officer.

Verbal orders to dealers.

603. There shall be no verbal orders given to contractors or dealers. Orders shall be in a printed form or in writing, and dealers should be informed that no attendant is authorized to make purchases without a properly signed order.

Junior officers not to purchase.

604. No purchase will be made by a junior medical officer, except when unavoidable, and in the absence of the commanding officer.

Public property not to be given as payment for supplies.

605. No article of furniture or any material belonging to the Government can be given or allowed in part payment for any supplies or work.

BILLS AND VOUCHERS.

Rendition of bill. Forms 1923, 1937, 1938.

606. All bills on account of the Marine-Hospital Service must be rendered in duplicate on the proper blanks. They must be itemized, and in cases where services or articles are furnished seamen the names of the latter must be given and the items specified.

Authority to be cited.

607. Upon bills incurred under special authority from the Department, the particular authority for the expenditure will be referred to, and the dates of the Department letters or circulars authorizing them must be given.

When to be rendered.

608. As far as practicable, every bill incurred on account of the Marine-Hospital Service will be obtained and promptly forwarded at the close of each month to the Supervising Surgeon-General.

Preparation of vouchers for payment.

609. Vouchers presented for payment must be in duplicate, properly certified, and receipted in black ink, and indorsed and made in

the name of the party, parties, firm, or corporation furnishing supplies or rendering service, and care should be taken that the signature to receipt conforms to the caption of the voucher.

610. Bills so forwarded will be accompanied by a letter giving the names of payees, the kind of articles purchased, and the amounts in each case, stating the necessity for the purchases made, etc., unless previously authorized. Letters of transmittal.

611. Bills for articles embraced in any special requisition approved by the Department must contain no other items. Items to be classified.

612. The monthly bills for the care and treatment of the patients of the Marine-Hospital Service (Form 1923) will be compared with the register of permits by the officer issuing hospital permits at each station, who will also muster the patients in hospital on the last day of each month, and certify the bills accordingly; and said bills will in no case be paid until they shall have been so compared, found correct and certified. Bills for maintenance, Form 1923.

613. The necessary medicines furnished patients of the Marine-Hospital Service by apothecaries, upon the prescriptions of physicians authorized to prescribe for such patients, will be paid for at the lowest current and just prices charged the public at the time and place, bills to be rendered in due form by the apothecary and certified by the physician and customs officer. Bills for medicines, etc.

614. Bills for medicines dispensed to sick and disabled seamen, upon the prescriptions of medical officers or attending physicians, should state the names of seamen prescribed for. Names of seamen to be given on bills for prescriptions.

615. Bills for repayment of amounts advanced for official telegraphing shall be rendered at the rates established by the Postmaster-General, and accompanied by copies of the telegrams charged for, and receipts from the agents of the company performing the service. Telegraph vouchers.

616. When an amount approved for any specific purpose or purchase proves insufficient, authority must be obtained for any additional expenditure before submitting vouchers for payment. Authority to be obtained for additional expenditure.

617. Subvouchers shall be securely attached to bills by fastening across the top with mucilage. Subvouchers.

ARTICLE XXIII.

RECEIPTS AND DISBURSEMENTS.

MISCELLANEOUS RECEIPTS.

618. Receipts accruing from the unclaimed moneys and effects of American seamen dying on shipboard outside the limits of the United States, when deposited under the act of June 7, 1872, shall be credited to the appropriation for the Marine-Hospital Service. How deposited. U. S. Rev. Stat., s. 4538.

619. Receipts accruing from the proceeds of sale of condemned and surplus property belonging to the Marine-Hospital Service shall be deposited as "miscellaneous receipts." Proceeds of miscellaneous sales.

Repayments for foreign seamen, Form 1926.

620. Receipts from the collection of bills for the care of foreign seamen, receipts from the sale or lease of marine-hospital property, and other miscellaneous receipts appropriated for the use of the Marine-Hospital Service are not available for disbursements, and customs officers will accordingly render separate accounts each month for such receipts, accompanied by itemized abstracts.

Unclaimed money and effects of deceased seamen.

621. Unclaimed money and valuable effects of deceased patients of the Marine-Hospital Service at each relief station shall, at the close of each quarter, be delivered by the medical officer or acting assistant surgeon of the Service to the proper customs officer.

Method of disposing of property of deceased seamen.

622. The customs officer will sign triplicate receipts for such moneys and effects deposited by officers of the Marine-Hospital Service, and will forward the original to the Department; the duplicate and triplicate will be forwarded to the commanding officer, who will transmit the duplicate to the Bureau and retain the triplicate as his personal voucher. In forwarding the duplicate, the medical officer will accompany it with a letter of transmittal, giving a descriptive list of the deceased and the name of the vessel on which he last sailed. Customs officers will deposit moneys so received to the credit of the Secretary of the Treasury, special deposit account No. 3.

Unclaimed property to be sold after one year.

623. The valuable effects of deceased seamen, deposited with the customs officer as provided in paragraph 621, and which shall remain unclaimed for a period of one year, shall be sold at public auction by the customs officer when authority has been obtained from the Secretary of the Treasury, and the receipts accruing from such sale shall be deposited by the customs officer as provided in paragraph 622.

Accounts of unclaimed moneys and effects.

624. Separate accounts will be rendered covering receipts from unclaimed moneys and effects of seamen who die in hospital under the charge of the Marine-Hospital Service, which accounts must include no other items.

Disposal of property of deceased patients

625. If the moneys and valuable effects of deceased patients remaining in the custody of an officer of the Marine-Hospital Service are not called for within three months, after due notice as above, they will be disposed of as provided in paragraphs 468 and 621 of these regulations.

Quarterly report of property of deceased patients.

626. At third and fourth class stations, the customs officer (or acting assistant surgeon, if in charge of the station) shall, at the end of each quarter, report to the Department the name and description of any and all patients of the Marine-Hospital Service who may have died during that period, leaving either money or valuables, or both, in their custody, which may remain unclaimed after three months.

DISBURSEMENTS.

Customs officers to act as disbursing agents at certain ports.

627. Bonded customs officers are required, when so directed by the Secretary of the Treasury, to act as disbursing agents of the Marine-Hospital Service, and shall pay, out of the funds remitted by the Treasury Department for that purpose, bills on account of said Service previously authorized by the Department: but the principal disbursements will be made by the disbursing clerks of the Treasury Department.

628. Upon the receipt of remittances, disbursing agents of the Marine-Hospital Service shall promptly liquidate all authorized bills, and at the close of each month an account current of disbursements will be prepared and forwarded, showing the amounts disbursed during the month, said account to be accompanied by the proper abstract and vouchers. Accounts current of disbursement. Cat. No. 112.

629. Accounts current of disbursements on account of the Marine-Hospital Service, with accompanying vouchers, may be forwarded without letters of transmittal, unless remarks or explanations concerning them are necessary. How transmitted.

ARTICLE XXIV.

RECORDS, REPORTS, AND CORRESPONDENCE.

RECORDS.

630. The following-named official records shall be kept at stations of the first class, viz: A register of out-patients (Form 1944); a register of hospital permits (Form 1945); a register of hospital patients (Form 1946); a record of moneys and valuables of hospital patients (Form 1950); a journal (Form 1955); a record of medical inspection of seamen (Form 1956); a record of letters and papers received (Form 1957); a record of letters and papers sent (Form 1958); an inventory of patient's effects (Form 1949); a record of subsistence and other supplies (Form 1951); a record of liquors consumed (Form 1952); and a record of public property (Form 1959). Stations of class 1.

631. The following-named official records shall be kept at stations of the second class, viz: A register of out-patients (Form 1944); a register of hospital permits (Form 1945); a register of hospital patients (Form 1946); a journal (Form 1955); a record of medical inspection of seamen (Form 1956); a record of letters and papers received (Form 1957); a record of letters and papers sent (Form 1958); and a record of public property (Form 1960). Stations of class 2.

632. The following-named official records shall be kept at stations of the third class, viz: A register of out-patients (Form 1944), a register of permits (Form 1945), a record of public property (Form 1960) to be kept by the officer who issues relief papers, a register of hospital patients (Form 1946), a record of letters and papers received (Form 1957), a record of letters and papers sent (Form 1958), and a record of medical inspection of seamen (Form 1956) to be kept by the acting assistant surgeon. Stations of class 3.

633. The following-named official records shall be kept at stations of the fourth class, viz: A register of out-patients (Form 1944), a register of permits (Form 1945), a record of public property (Form 1960) to be kept by the officer who issues relief papers, and, if an acting assistant surgeon is on duty, a record of medical inspection of seamen (Form 1953) to be kept by that officer. Stations of class 4.

634. The register of out-patients shall contain the number (commencing with No. 1 on the 1st day of July of each year), name, age, and nativity of each patient: the name of the vessel on which he last served, and the period of his last service; the patient's statement as Register of out-patients, Form 1944.

to any previous relief from the Marine-Hospital Service, and when, where, and for what disease such relief was obtained; present disease or injury; dates on which outdoor relief was furnished and the kind of relief furnished. Only one entry of each patient shall be made during any current month when relieved for the same disease or injury, but when relief is furnished several times during the month for the same disease or injury the date and the kind of relief will be entered each time in the same place. A seaman who has received office relief for one disease or injury and applies again in the same month for relief on account of another disease or injury will be reentered as a new case, if again relieved as an out-patient. An out-patient relieved two or more successive months for the same disease will be reentered on the register each month as remaining from the previous month.

Register of hospital permits, Form 1945.

635. The register of hospital permits to be kept in the marine-hospital office shall contain the number and date of the permit or bed ticket; the name, age, and nativity of the patient; the name of the vessel on which he last served; the total period of his last service; the number of years he has been a seaman on United States vessels; the disease or injury for the treatment of which the permit is issued; the date of termination of treatment, and any necessary remarks.

Register of hospital patients, Form 1946.

636. The register of hospital patients to be kept at first, second, and third class stations shall contain the number of the permit or bed ticket; the name, age, and nativity of the patient; the date of admission; the disease or injury; subsequent complications, if any; date of letter authorizing extension of original permit; date of termination of treatment; condition of patient on termination of treatment; total duration of treatment in hospital under the permit, and any necessary remarks. This register is to be kept by months, and patients remaining at the close of each shall be carried forward on the first day of the following month in the order of priority of admission. At second and third class stations this book shall be kept at the hospitals where patients are treated.

Journal of stations, Form 1955.

637. In the journal shall be recorded the dates of changes of officers or attendants, repairs or alterations of buildings, general condition of the station for each week as shown by the weekly inspection, the breaking out of an epidemic, and any other events of interest and importance to the Service at the port. Inspections made by officers charged with that duty shall be noted and signed by them in the journal of the station.

Record of medical inspections of seamen, Form 1956.

638. A record of all medical inspections of seamen shall be kept at stations of the first, second, and third class, giving name, age, and nativity of the persons examined, number of years a seaman on United States vessels, vessel on which applicants intended to sail, or if a candidate for keeper or surfman of the Life-Saving Service, the name of station where he is to be employed shall be entered, at whose request the person was examined, whether passed or rejected, and remarks on the case. This book shall also be kept by the acting assistant surgeon specially appointed for the examination of surfmen.

When officers are detailed to conduct physical examinations at points remote from their station, the records of such work shall

be entered upon the book (Form 1953) of the station to which they are attached, with appropriate references to the special character of such examinations.

REPORTS.

Monthly reports. Forms 1919, 1925.

639. At the close of each month commissioned and noncommissioned officers shall make reports (Form 1919) of the current transactions of the Service and reports of relief furnished seamen (Form 1925), under paragraph 471 of these regulations.

Forms 1902, 1921, 1922.

640. At the close of each month commissioned and noncommissioned officers and other physicians having charge of the professional treatment of patients of the Service will make reports (Form 1921) of all cases of disease and injury treated by them in hospital, and (Form 1920) of all cases of disease and injury treated in the out-patient department. They will also make, on the 30th of June of each year, reports (Form 1922) of the surgical operations performed by them upon patients of the Marine-Hospital Service.

Nomenclature of diseases.

641. In preparing the medical and surgical reports and all medical certificates the official "Nomenclature of diseases" adopted for the Marine-Hospital Service shall be observed and the English names of diseases, and injuries shall be used in the order given in said nomenclature.

Reports of medical inspections. Form 1929.

642. At the close of each quarter a transcript of the record of medical inspection of seamen shall be made and forwarded to the Bureau.

Reports of necropsies.

643. A separate report will be made of each necropsy, to be written on legal-cap paper, on every other line and one side only of the sheet, and otherwise prepared with care for publication. Each report shall include the diagnosis, initials. age, nationality, date of admission (with name of station), and date of death of the seaman. Each report will be accompanied by a complete clinical history and forwarded to the Bureau as soon as completed. (See instructions in Appendix.)

Yearly report of repairs made.

644. At the close of each fiscal year commanding officers of stations of the first class shall prepare and forward to the bureau a detailed statement of the repairs and improvements which have been made at their stations during the preceding year.

Estimates for repairs.

645. At the close of each fiscal year commanding officers of stations of the first class and quarantine stations shall prepare and forward to the bureau a detailed estimate of the amount required for their several stations for ordinary repairs, payable from the appropriation "Repairs and preservation of public buildings;" also a separate detailed estimate of the amount required for new construction and extraordinary renovation of buildings, requiring special appropriations by the Congress. Such reports are to be made for the fiscal year following the one in which the report is made.

Reports of inspection of immigrants.

646. Commissioned officers detailed for the inspection of immigrants shall make a monthly report to the bureau containing the number of immigrants examined, number rejected, and causes of rejection, and at the end of each fiscal year a résumé of this work shall be sent to the bureau.

Official forms to be used.

647. All returns, vouchers, reports, and other official papers required under these regulations must be made out in conformity therewith upon the blank forms furnished by the Department for that purpose.

"No transactions."

648. Whenever at any time there are no transactions to be stated in any report, account, or other return required by these regulations to be periodically rendered, the words "No transactions" will be written across the face of the blank form in each case, which will then be dated, signed, briefed, and forwarded.

Letters of transmittal.

649. Regular reports rendered under these regulations and other papers, which are in themselves communications, require no letters of transmittal, unless they require special explanation or additional information.

Orders convening boards.

650. A copy of every order convening boards or detailing officers will be incorporated in the reports submitted in accordance with such orders.

Copies of reports to be filed.

651. Copies of all official reports shall be retained and placed on file at the several stations of the service.

List of attendants to be transmitted.

652. Commanding officers shall transmit to the Bureau, on the 31st of December and the 30th of June of each year, a list of the hospital attendants on duty at their stations with a detailed statement of the duties of each, and their compensation.

CORRESPONDENCE.

Official communications.

653. All official communications on whatever subject to the Department shall be addressed to the Supervising Surgeon-General, or through the Marine-Hospital Bureau. The envelope will be addressed to the Bureau.

Free transmission.

654. Official communications, packages, or other mail matter relating exclusively to the public business will be transmitted through the mails free of postage.

Official signatures and addresses.

655. Official papers, reports, and letters of commissioned officers and acting assistant surgeons will be in due official form, and signed over the official designation or title of the writer, and each letter will, as far as practicable, cover but one subject. Personal matters will not be included in official communications. All letters to the Secretary of the Treasury on matters pertaining to the Marine-Hospital Service shall be addressed "To the Honorable the Secretary of the Treasury, Washington, D. C." All letters to the Bureau shall be addressed "To the Supervising Surgeon-General, U. S. Marine-Hospital Service," and letters shall conclude with the words "Respectfully yours," followed by the signature and title of writer, the latter to be unabbreviated. Letters comprising more than one sheet must be paged.

Indorsements and references.

656. When communications are referred, the reference shall be made on the first fold. Indorsements shall be placed in regular sequence or chronological order. A reference shall follow the matter immediately preceding it, but if it is necessary to carry it to the next side of the fold, the word "over" must be placed at the bottom of the *last*. No paper shall be attached in any way for additional indorsement or reference until the *whole back* of the letter sheet is covered, and then, if necessary, a sheet 3½ by 8 inches, with a flap

for attachment, may be fastened in such manner as not to cover a previous indorsement, reference, or date.

Department circulars.

657. In referring to a Department or Bureau circular relating to the Marine-Hospital Service, officers of the Service and customs officers will give its date and number in the annual series of the Marine-Hospital Service.

Replies to Department letters.

658. In replying to an official letter from the Department, the date of said letter, its subject-matter, and the initials on the upper left-hand corner shall be referred to.

Official communication formulas.

659. Communications on letter paper shall be folded in three folds, and those on foolscap paper in four folds, and briefed by the writer or sender on the first or upper fold, as follows:

I. The place where the communication was written and the date.

II. The name and official designation, if any, of the writer.

III. A brief of the subject-matter, embracing everything of importance, particularly the names of persons mentioned.

At the top of the fold a space of an inch shall be left blank and the number of inclosures shall be noted at the bottom. In stating the number of inclosures, the communication itself must not be counted as an inclosure.

Official communications to be forwarded through commanding officer.

660. All communications from subordinate officers and attendants to the Department must be forwarded through the commanding officer. All acting assistant surgeons on duty at stations where the collector of customs issues hospital permits and certifies to accounts shall send all official communications through that officer.

Copies of official letters.

661. Letterpress copies shall be taken of all official letters written by officers.

Reports of boards to be transmitted to or through the Supervising Surgeon-General.

662. Reports of boards of medical officers of the Service, convened for whatever purpose, shall be transmitted to or through the Supervising Surgeon-General, as the case may be. When boards forward their reports they shall inclose a copy of the order convening such board.

Authorities on spelling.

663. The standard authorities on spelling shall be in the order named: Webster's Dictionary, the Decisions of the United States Board on Geographic Names, and the United States Postal Guide.

Telegraph for official purposes.

664. In using the telegraph for official purposes, the circulars issued from time to time on the subject by the Department shall be observed.

Telegraphing.

665. Whenever it shall be necessary for officers to make use of the telegraph in sending messages to the Department, due care will be taken to make the same as brief as is consistent with clearness. Initials of names will be omitted in the address and signature.

Telegrams for leave of absence.

666. Telegrams making application for leave of absence or extension of leave or of inquiry whether leave has been granted, and the replies made thereto by telegraph, will not be sent or paid for as "official business."

Preservation of records. U. S. Stat. s. 5403, 5408, acts 26 Feb., 1853, c. 81, ss. 4, 5; v. 10, p. 170.

667. All records, documents, correspondence, etc., received and deposited in the files of the station shall be carefully preserved, and no book of record, paper, or document of any kind shall be removed therefrom or destroyed, under the penalties prescribed by law in such cases.

Ink.

668. All official records and communications to the Department must be written in black ink or such permanent ink as is used for typewriting machines, except that red ink may be used for ruling on books, bills, and schedules, and in annotation of correspondence.

Abbreviations.

669. Abbreviations of words must be avoided in all official letters and papers.

Metric system.

670. Officers shall, for all official, medical, and pharmacal purposes, make use of the metric system of weights and measures. In expressing quantities by weight the terms "gram" and "centigram," and in expressing quantities by measure the term "cubic centimeter," only shall be employed.

Centigrade scale.

671. In recording thermometric observations, officers shall make use of and refer to the centigrade scale.

Official files for letters.

672. There shall be three official files for letters received at all stations—one for Department letters, one for Bureau letters, and one for miscellaneous communications—and letters or papers received from these three sources shall be filed in chronological order.

Circular letters.

673. A separate file for circular letters issued by the Department or Bureau shall be kept at each station, and they shall be filed in chronological order.

ARTICLE XXV.

TONNAGE DUES.

Maintenance of the Marine-Hospital Service.

674. The expense of maintaining the United States Marine-Hospital Service shall be borne by the United States, out of the receipts from duties on tonnage provided for by law.

Commissioner of Navigation to report collections of tonnage tax.

675. The Commissioner of Navigation shall forward at the close of each month, for the information of the Marine-Hospital Bureau, a summary statement of the aggregate collections of tonnage tax at the various ports during the month.

ARTICLE XXVI.

HYGIENIC LABORATORY.

Command of Hygienic Laboratory.

676. The Hygienic Laboratory shall be under the command of a commissioned officer of the Service, whose title shall be ex officio Director of the Hygienic Laboratory, but he shall not receive extra compensation therefor.

Station of class 1.

677. The Hygienic Laboratory shall be deemed a station of the first class and all regulations applying to the management of such stations, in so far as they are applicable, shall be observed in the management of the laboratory.

Management.

678. The Director of the Hygienic Laboratory shall exercise the same authority in its management as officers in command of stations, and shall report direct to the Supervising Surgeon-General.

679. All purchases shall be made upon requisition, duly approved according to the provisions of paragraphs 600 and 601, and equipments for the laboratory shall be purchased through the purveying division, except daily supplies bought under contract. Purchases and equipment.

680. It shall be the duty of the Director of the Hygienic Laboratory to perform such duties, general and specific, as relate to the investigation of the causation and prevention of disease and collateral subjects, under the direction of the Supervising Surgeon-General. Duties of director.

681. It shall be the duty of the Director of the laboratory to recommend, from time to time, special researches in the causation and prevention of disease and collateral subjects relating thereto. Duties of director.

682. Special investigations, examinations, or analyses not connected with the routine work of the laboratory shall not be undertaken by the Director except with the approval of the Supervising Surgeon-General. Investigations and analyses.

683. Officers and attendants detailed for service in the Hygienic Laboratory are not required to wear uniforms while on such duty. Uniform.

684. Officers detailed for service in the Hygienic Laboratory shall be assistants to the Director, and shall perform such duties in connection therewith as may be assigned them by the Director. Director's assistants.

685. The hours of duty for officers serving at the Hygienic Laboratory shall be those of the Treasury Department in Washington, but this provision shall not apply to the continuance of work or investigations deemed necessary by the Director beyond such hours. Hours of duty

686. Commissioned officers of the Service may, from time to time, be ordered to the laboratory for special instructions, and during such time, when serving in the laboratory, they shall be under the direction of the Director, irrespective of rank, in the pursuance of such studies. Officers thus detailed, while serving in the laboratory, shall be considered as on special temporary duty, and in addition to allowances specified in paragraph 95 shall be allowed actual expenses not to exceed $50 a month. Officers detailed to laboratory.

687. At the close of each month the Director of the laboratory shall make a report to the Supervising Surgeon-General, giving a résumé of work performed, results obtained, and work in progress. Monthly reports.

688. The Director of the laboratory shall make a report annually to the Supervising Surgeon-General concerning the operations of the laboratory, giving in detail the character of work performed, with results obtained. Annual reports.

ARTICLE XXVII.

QUARANTINE.

689. Quarantine stations shall be governed by the general regulations of the Service, so far as applicable. The specific duties of officers at quarantine and inspection stations under the control of the United States Marine-Hospital Service shall be according to the requirements embodied in the official Quarantine Regulations issued by the Secretary of the Treasury. Regulations governing quarantine stations.

ARTICLE XXVIII.

REVENUE-CUTTER SERVICE.

Rank of medical officers serving on revenue cutter vessels.

690. When serving on board vessels of the Revenue-Cutter Service, commissioned officers of the Marine-Hospital Service shall rank relatively with commissioned officers of the Revenue-Cutter Service, as follows, viz: Surgeon shall rank, in matters of official etiquette, with and next after the commanding officer; passed assistant surgeon with and next after the executive officer; assistant surgeon with and next after second lieutenant. Quarters will be assigned a medical officer so serving in the ward room on the port side, in accordance with his relative rank.

Uniforms.

691. A commissioned officer serving on board a revenue cutter shall wear the uniforms of his grade as prescribed by the commanding officer.

Reports of sanitary condition of ship.

692. Whenever he deems it necessary, it shall be his duty to make to the commanding officer written suggestions or reports concerning the sanitary condition of the ship or its personnel, and suggest remedies.

Reports of contagious diseases.

693. He shall keep himself informed of the health of the port in which the ship may be, and immediately report to the commanding officer the presence or appearance of any contagious diseases or epidemic which may come to his knowledge.

Morning sick report.

694. He shall submit to the commanding officer, through the executive, a daily morning report in writing of the sick on board, their condition, etc.

Analysis of water.

695. Whenever a supply of water is obtained from shore, he shall make an analysis of same, as far as possible, and report to the commanding officer in writing upon its purity.

In charge of medical storeroom, etc.

696. He shall have charge of the medical storeroom, medicines, surgical instruments, and sick bay, and see that they are prepared for inspection at the same time as the other parts of the ship.

Report condition of medical supplies, etc.

697. When fitting out, the medical officer shall examine the medical and surgical supplies and equipments and the sick bay and report to the commanding officer upon the condition of same.

Record of professional work.

698. He shall keep a record of professional work done by him during the cruise, and at its termination make a report to the Supervising Surgeon-General of the number of physical examinations and the cases treated, together with any other items of professional interest observed by him during the voyage.

APPENDIX.

INSTRUCTIONS RELATIVE TO PHYSICAL EXAMINATIONS.

I. Officers of the Marine-Hospital Service detailed to conduct physical examinations will be guided by the following general directions:

II. The candidate should be asked his name, age, nativity, and occupation, and questioned in regard to his general health and that of his family, whether any hereditary taints exist, and if he has ever suffered from any disease or accident, thus endeavoring to obtain all the information possible concerning him, his conversation at the same time enabling the surgeon to judge of his mental qualifications.

III. The applicant will be required to divest himself of all his clothing in the presence of the examining surgeon, so that any defect, as a stiff joint, etc., which the applicant would wish to conceal may be detected.

IV. Having divested himself of his clothing, he will then be placed under the sliding bar of a measuring rod and directed to stand erect while his height will be accurately measured. The height measure will be taken while the toes are raised, the candidate resting his feet squarely on the heel and ball of each foot.

V. A tape measure will be passed around the chest over the inferior angles of the scapulæ and directly over the nipples, and an accurate measurement taken both at forced inspiration and expiration. The tape will be passed around the chest while both arms are extended at a right angle from the sides, and the arms will then be dropped to the side while the measurements are taken.

VI. After this the color of the eyes and hair and complexion should be noted and a general inspection of the whole body made, notice being taken of the muscular development and general appearance; and at the same time tumors, ulcers, varicose veins, chronic swellings of the extremities, or any visible defect that would disqualify him for service should be carefully sought for.

VII. The head will then be examined for any depressions or irregularities that may exist, and the eyes, eyelids, nose, ears, teeth, palate, and fauces attentively noticed.

VIII. The chest will then be inspected, and the respiration, action of the heart, and condition of the lungs ascertained by auscultation and percussion.

IX. He will next be directed to stand erect, place his heels together, and raise his hands vertically above his head, the backs together, in which position he will be required to cough and make other expulsive movements, while the abdomen, the inguinal rings, and the scrotum are being examined for hernia.

X. The penis will then be examined for epispadia, hypospadia, and venereal disease; the groin for glandular enlargements; and testicles for atrophy, induration, and other diseases.

XI. He will then be required to bend forward, the fingers touching the floor, the legs straight, and the feet widely separated, in which position the fissure between the nates will be inspected for hemorrhoids, fistula, prolapsus, or other disease of the anus, and firm pressure will be made along the whole length of the spine, at short intervals, to discover if any tenderness indicative of disease exists.

XII. Next he will be required to extend his arms laterally at right angles to the body, and then bring them together on as nearly the same level as possible both in front and behind; to pronate and supinate them rapidly; to strike out from the shoulder; to flex the arm upon the shoulder and the forearm upon the arm, and to open and close the fingers rapidly.

XIII. He will then be required to walk rapidly and to run around the room several times; to hop, first on one foot and then on the other; with his heels together, to raise himself upon his toes; to flex and extend the thigh, leg, and foot; to kick, first with one foot and then with the other, and to make several leaps in the air. While thus excited he will again be examined for lung and heart diseases, also for hernia. An examination of the urine shall be made in every case.

XIV. In making the examination of the inguinal rings the surgeon will use the index finger of the hand corresponding to the side examined, thus: for the right ring the right index finger, and vice versa.

XV. The eyesight will be tested by the test types furnished by the Bureau, and the Holmgren worsted test will be employed in testing for color sense. The test must be made for each eye separately.

XVI. The hearing will also be tested by modulating the tones of the voice in conversation with the applicant, and by covering one ear while endeavoring to discover defects which may exist in the other.

XVII. The result of the examination will then be recorded, and, in case of rejection, the disqualification on account of which he was found unfit for service will be written in full in the book prepared for that purpose.

XVIII. Applicants for enlistment in the Revenue-Cutter Service, and for the position of surfman and keeper in the Life-Saving Service, will be rejected for any defect of sufficient importance to warrant notice on the examination paper.

XIX. In physical examinations of officers, as preliminary to promotion, and of enlisted men, as preliminary to reenlistment, the clothing may or may not be removed, at the discretion of the examining officer.

XX. Any one of the following defects will be sufficient cause for rejection, viz: Decided cachexia, strumous diathesis, or apparent predisposition to any constitutional disease; permanent defects of either of the extremities or articulations, unnatural excurvature or incurvature of the spine, impaired vision (not including errors of refraction corrected by glasses), color-blindness, chronic disease of the visual organs, epilepsy, insanity, chronic disease of the ears, deafness, chronic nasal catarrh, polypi, chronic ulcers or cicatrices of old ulcers likely to break out afresh, chronic cardiac affections, insufficient chest expansion, hernia, sarcocele, hydrocele, varicocele (unless slight), stricture of the urethra or rectum, fistula in ano, hemorrhoids, varicose veins of lower limbs (unless slight), stature less than 5 feet.

XXI. In addition to the above, the existence of any disease, physical deformity, or abnormal condition of such character as to incapacitate the candidate for the performance of his duties will be cause for rejection.

XXII. In case the disease or disability for which an applicant was rejected is temporary in its character, the rejection at such examination shall not debar him from subsequent examination, in case he claims that the disease for which he was rejected has disappeared.

Instructions Relative to Necropsies.

Examinations shall be made in accordance with methods prescribed in Virchow's Post-Mortem Examinations, and shall include the following:

(*a*) The calvarium is to be removed, and the condition of the skull cap, the brain case, the sinuses and vessels, and the brain and its membranes noted.

(*b*) In the thorax the examination will include the anterior mediastinum, the heart and pericardium, the lungs and pleuræ, the great vessels and nerve trunks, and diaphragm.

(*c*) In the abdomen the examination will include the omentum, spleen, kidneys, and suprarenal capsules, urinary bladder, organs of generation (prostate, seminal vesicles, testicles, penis, and urethra), rectum, duodenum, stomach, gall ducts, liver, pancreas, solar plexus, mesentery, small intestines, large intestines, and the great vessels.

(*d*) In cases involving disease of or injury to the spinal cord, the examination will include the cord and its membranes.

(*e*) Microscopical examinations shall be made of pathological processes and suspected organs. When it is not practicable to make these examinations at the station, specimens should be sent to the Bureau. For this purpose nervous tissue should be placed in Miller's fluid, lung tissue in a solution of 5 per cent formaldehyde, and other organs in alcohol, 50 per cent. The specimens should be from 1 to 2 cubic meters, square, and carefully labeled.

DIET TABLES.

The following diet table will be observed in all United States marine hospitals, with such modifications only as climate and season may render necessary:

ORDINARY DIET.

	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Sunday.
Breakfast.	Coffee.....pt. 1 Bread.....oz. 6 Butter.....oz. ½ Meat hash, with vegetables....oz. 6 Stewed fruit*..oz. 3	Coffee.....pt. 1 Bread.....oz. 6 Butter.....oz. ½ Corned-beef hash, with potatoes.oz. 6	Coffee.....pt. 1 Bread.....oz. 4 Butter.....oz. ½ Fish hash, with vegetables....oz. 6	Coffee.....pt. 1 Bread.....oz. 6 Butter.....oz. ½ Meat stew.....oz. 6	Coffee.....pt. 1 Bread.....oz. 6 Butter.....oz. ½ Fish hash, with vegetables...oz. 6	Coffee.....pt. 1 Bread.....oz. 6 Butter.....oz. ½ Mutton chops .oz. 6 Fried potatoes.oz. 3	Chocolate.....pt. 1 Bread.....oz. 6 Butter.....oz. ½ Meat stew.....oz. 4 Fruit sauce.....oz. 3
Dinner.	Vegetable soup.pt. 1 Beef, boiled.....oz. 6 Potatoes.....oz. 8 Pudding, with sauce.....oz. 4 Bread.....oz. 4	Beef soup.....pt. 1 Beef, boiled.....oz. 6 Fish, fresh.....oz. 6 Vegetables.....oz. 8 Bread.....oz. 4 Fruit.....oz. 4	Mutton broth ..pt. 1 Mutton, boiled..oz. 6 Potatoes.....oz. 8 Rice pudding, with sauce.....oz. 4 Bread.....oz. 4	Soup, bullion ...pt. 1 Beef, roast.....oz. 6 Potatoes.....oz. 8 Bread.....oz. 4 Fruit.....oz. 4	Vegetable soup.pt. 1 Meat stew.....oz. 8 Fish.....oz. 6 Bread.....oz. 4 Vegetables.....oz. 8 Fruit.....oz. 4	Barley soup ...pt. 1 Mutton, boiled.oz. 8 Bread.....oz. 4 Vegetables ....oz. 10	Soup.....pt. 1 Beef, roast.....oz. 6 Potatoes.....oz. 8 Other vegetables oz. 4 Rice or tapioca pudding.....oz. 4
Supper.	Tea.....pt. 1 Bread.....oz. 6 Butter.....oz. ½ Fruit sauce.....oz. 3	Tea.....pt. 1 Bread.....oz. 6 Butter.....oz. ½ Fruit, stewed*.oz. 4	Tea.....pt. 1 Bread.....oz. 6 Butter.....oz. ½ Cooked fruit ...oz. 4	Tea.....pt. 1 Bread.....oz. 4 Butter.....oz. ½ Fruit pudding..oz. 4	Tea.....pt. 1 Bread.....oz. 4 Butter.....oz. ½ Cold meat.....oz. 4	Tea.....pt. 1 Bread.....oz. 4 Butter.....oz. ½ Rice, with sauce or sirup.....oz. 4	Tea.....pt. 1 Bread.....oz. 6 Butter.....oz. ½ Mush and milk.oz. 12

*Fresh fruit may be substituted in season.

NOTE.—The tea and coffee prepared with milk and sugar.

The quantities of the articles of diet indicate them as they are prepared ready to serve.

The above table gives the four classes of solid constituents in substantially the following proportions: Nitrogenous or plastic material, about 140 grams; fat, about 62 grams; carbohydrates (starch, sugar, etc.), about 450 grams; and salines, about 26 grams, and with about 2,250 grams of water. Although these quantities are somewhat in excess of the estimates for "healthy adults at rest," they are none too great for convalescents in whom tissue metamorphosis is being carried on, not only in the interest of repair of present waste from use, but in the interest of repair of past waste from disease, a point which should not be overlooked in the construction of hospital dietaries. In making any change from the above, the substituted articles should be in such quantities and of such kinds as to furnish constituents equivalent to those of the articles replaced.

EXTRA DIET.

For breakfast:		
Mutton chop or beefsteak	ounces	6
Eggs	number	2
Dinner:		
Chicken or game	ounces	6
Ale or wine		—
Supper:		
Dry or dip toast	ounces	4

MILK DIET.

Breakfast:		
Hominy or corn-meal mush	ounces	14
Milk	do	16
Dinner:		
Rice or tapioca (cooked)	do	12
Milk	do	16
Sirup	do	1
Bread	do	4
Butter	do	½
Supper:		
Cracked wheat or oaten grits (when cooked)	do	14
Toasted bread	do	12
Milk	do	16

ALLOWANCE TABLE OF UNCOOKED RATIONS FOR HOSPITAL STEWARDS.

Articles.	Unit of daily ration.
Meat or fish, fresh or salt	1½ pounds.
Bread or crackers	1 pound.
Or, in lieu thereof, flour	2 pounds.
Vegetables	3 pounds.
Milk	1 quart.
Eggs	¼ dozen.
Butter	6 ounces.
Oatmeal	2 ounces.
Rice, hominy, or tapioca	2 ounces.
Coffee or chocolate	1½ ounces.
Tea	¼ ounce.
Sugar	6 ounces.
Molasses or sirup	4 ounces.
Vinegar	4 ounces.
Pickles	¼ pint.
Cheese	4 ounces.
Spices	¼ ounce.
Salt	4 ounces.
Lard	8 ounces.
Fruit, fresh or dried	8 ounces.

Ice in sufficient quantities for the preservation of ration in a small refrigerator will be allowed.

Baking powders, yeast cakes, and flavoring extracts in sufficient quantities for cooking the above-mentioned articles will be allowed.

The following are the laws in force relating to the Marine-Hospital Service.

Title.	References to Statutes at Large, Revised Statutes, or Supplement.			
	Date.	Vol. R. S., or Sup.	Page.	Section.
DEPARTMENT OF THE TREASURY.				
OFFICE OF THE SUPERVISING SURGEON-GENERAL, MARINE-HOSPITAL SERVICE.				
1802. Act amendatory of the act for the relief of sick and disabled seamen provided: "That the monies heretofore collected in pursuance of the several acts 'for the relief of sick and disabled seamen,' and at present unexpended, together with the monies hereafter to be collected by authority of the before-mentioned acts, shall constitute a general fund, which the President of the United States shall use and employ, as circumstances shall require, for the benefit and convenience of sick and disabled American seamen"	1802, May 3	2	192	1-7
1875. The salary of the "Supervising Surgeon-General of the Marine-Hospital Service," which officer it was required shall be appointed by the President, by and with the advice and consent of the Senate, to be paid out of the Marine-Hospital fund, was fixed at the annual rate of $4,000	1875, Mar. 3	18 18 Sup.	377 486 73, 95	1 7
1875. The Secretary of the Treasury authorized to rent or lease such Marine-Hospital buildings and the lands appertaining thereto as he may deem advisable in the interest of the Marine-Hospital Service, and the proceeds of such rents or leases appropriated for the said service. The sick and disabled seamen of foreign vessels and of vessels not subject to hospital dues may be cared for by the Marine-Hospital Service at such rates and under such regulations as the Secretary of the Treasury may prescribe	1875, Mar. 3	18 Sup.	485 94, 95	4, 6
1884. All acts providing for the assessment and collection of a hospital tax for seamen repealed, and the expense of maintaining the Marine-Hospital Service to be hereafter borne by the United States out of the receipts for duties on tonnage provided for by the act of June 26, 1884	1884, June 26	23 Sup.	57 443	15
1886. Act providing for suspension of duties on vessels of foreign ports having reciprocal regulations	1886, June 19	24	82	12
1888. Act to perfect the quarantine service of the United States	1888, Aug. 1	25 Sup.	355 600	1-3
1889. Act to regulate appointments in the Marine-Hospital Service of the United States	1889, Jan. 4	25 Sup.	639 637	1, 2
1890. Act to prevent the introduction of contagious diseases from one State to another	1890, Mar. 27	26 Sup.	31 709	1-3
1893. Act granting additional quarantine powers and imposing additional duties upon the Marine-Hospital Service	1893, Feb. 15	27	449	1-9
1893. Act providing for examination of alien immigrants by officers Marine-Hospital Service	1893, Mar. 3			
1894. An act to extend the benefits of the Marine-Hospital Service to the keepers and crews of the Life-Saving Service	1894, Aug. 4	28	229	213
1895. Act providing for deductions from gross tonnage of vessels on account of compartments occupied by crew of vessels	1895, Mar. 2	28	741	1
1897. An act granting cumulative leave to commissioned officers	1897, Feb. 19			

CALENDAR OF OFFICIAL REPORTS TO BE MADE DURING THE FISCAL YEAR BY THE MEDICAL OFFICERS OF THE UNITED STATES MARINE-HOSPITAL SERVICE.

JULY.

Property return (Form 1903 or 1904).
Requisition for stationery, including ink and mucilage (Form 1907).
Report of subsistence and other supplies (Form 1913).
Medical officer's report of relief (Form 1919).
Medical and surgical report of out-patients (Form 1920).
Medical and surgical report of hospital patients (Form 1921).
Report of surgical operations (Form 1922).
Bills for care of seamen (Form 1923).
Report of relief furnished foreign seamen (Form 1925).
Transcript of record of medical inspection of seamen (Form 1929).
Bills for subsistence and miscellaneous supplies (Form 1937 or 1938).
Pay rolls (Form 1939 or 1940).
Report of examination of immigrants (paragraph 646).
Letter reporting patients under treatment ninety days (paragraphs 420 and 428).
Letter reporting patients under treatment one year (paragraph 421).
Letter reporting names, etc., of deceased patients leaving unclaimed valuables (paragraph 626).
Report of repairs made (paragraph 644).
Detailed estimate of amounts required for ordinary repairs (paragraph 645).
Detailed estimate of amounts necessary for new construction, etc., requiring special appropriations by the Congress (paragraph 645).
List of attendants on duty June 30 (paragraph 652).
Diagram of building with assignment of rooms (custodians) (paragraph 504).

AUGUST.

Report of subsistence and other supplies (Form 1913).
Medical officer's report of relief (Form 1919).
Medical and surgical report of out-patients (Form 1920).
Medical and surgical report of hospital patients (Form 1921).
Bills for care of seamen (Form 1923).
Report of relief furnished foreign seamen (Form 1925).
Bills for subsistence and miscellaneous supplies (Form 1937 or 1938).
Pay rolls (Form 1939 or 1940).
Report of examination of immigrants (paragraph 646).
Letter reporting patients under treatment ninety days (paragraphs 420 and 428).

SEPTEMBER.

Report of subsistence and other supplies (Form 1913).
Medical officer's report of relief (Form 1919).
Medical and surgical report of out-patients (Form 1920).
Medical and surgical report of hospital patients (Form 1921).
Bills for care of seamen (Form 1923).
Report of relief furnished foreign seamen (Form 1925).
Bills for subsistence and miscellaneous supplies (Form 1937 or 1938).
Pay rolls (Form 1939 or 1940).
Report of examination of immigrants (paragraph 646).
Letter reporting patients under treatment ninety days (paragraphs 420 and 428).

OCTOBER.

Requisition for medical supplies (Form 1905).
Requisition for blanks and books (Form 1906).
Inventory of unserviceable property (Form 1909).
Report of subsistence and other supplies (Form 1913).
Medical officer's report of relief (Form 1919).
Medical and surgical report of out-patients (Form 1920).
Medical and surgical report of hospital patients (Form 1921).
Bills for care of seamen (Form 1923).
Report of relief furnished foreign seamen (Form 1925).
Transcript of record of medical inspection of seamen (Form 1929).
Bills for subsistence and miscellaneous supplies (Form 1937 or 1938).
Pay rolls (Form 1939 or 1940).
Report of examination of immigrants (paragraph 646).
Letter reporting patients under treatment ninety days (paragraphs 420 and 428).
Letter reporting names, etc., of deceased patients leaving unclaimed valuables (paragraph 626).

NOVEMBER.

Report of subsistence and other supplies (Form 1913).
Medical officer's report of relief (Form 1919).
Medical and surgical report of out-patients (Form 1920).
Medical and surgical report of hospital patients (Form 1921).
Bills for care of seamen (Form 1923).
Report of relief furnished foreign seamen (Form 1925).
Bills for subsistence and miscellaneous supplies (Form 1937 or 1938).
Pay rolls (Form 1939 or 1940).
Report of examination of immigrants (paragraph 646).
Letter reporting patients under treatment ninety days (paragraphs 420 and 428).

DECEMBER.

Report of subsistence and other supplies (Form 1913).
Medical officer's report of relief (Form 1919).
Medical and surgical report of out-patients (Form 1920).
Medical and surgical report of hospital patients (Form 1921).
Bills for care of seamen (Form 1923).
Report of relief furnished foreign seamen (Form 1925).
Bills for subsistence and miscellaneous supplies (Form 1937 or 1938).
Pay rolls (Form 1939 or 1940).
Report of examination of immigrants (paragraph 646).
Letter reporting patients under treatment ninety days (paragraphs 420 and 428).

JANUARY.

Property return (Form 1903 or 1904).
Requisition for stationery (Form 1907.)
Report of subsistence and other supplies (Form 1913).
Medical officer's report of relief (Form 1919).
Medical and surgical report of out-patients (Form 1920).
Medical and surgical report of hospital patients (Form 1921).
Bills for care of seamen (Form 1923).
Report of relief furnished foreign seamen (Form 1925).
Transcript of record of medical inspection of seamen (Form 1929).

Bills for subsistence and miscellaneous supplies (Form 1937 or 1938).
Pay rolls (Form 1939 or 1940).
Report of examination of immigrants (paragraph 646).
Letter reporting patients under treatment ninety days (paragraphs 420 and 428).
Letter reporting names, etc., of deceased patients leaving unclaimed valuables (paragraph 626).

FEBRUARY.

Report of subsistence and other supplies (Form 1913).
Medical officer's report of relief (Form 1919).
Medical and surgical report of out-patients (Form 1920).
Medical and surgical report of hospital patients (Form 1921).
Bills for care of seamen (Form 1923).
Report of relief furnished foreign seamen (Form 1925).
Bills for subsistence and miscellaneous supplies (Form 1937 or 1938).
Pay rolls (Form 1939 or 1940).
Report of examination of immigrants (paragraph 646).
Letter reporting patients under treatment ninety days (paragraphs 420 and 428).

MARCH.

Report of subsistence and other supplies (Form 1913).
Medical officer's report of relief (Form 1919).
Medical and surgical report of out-patients (Form 1920).
Medical and surgical report of hospital patients (Form 1921).
Bills for care of seamen (Form 1923).
Report of relief furnished foreign seamen (Form 1925).
Bills for subsistence and miscellaneous supplies (Form 1937 or 1938).
Pay rolls (Form 1939 or 1940).
Report of examination of immigrants (paragraph 646).
Letter reporting patients under treatment ninety days (paragraphs 420 and 428).

APRIL.

Requisition for medical supplies (Form 1905).
Requisition for blanks and books (Form 1906).
Inventory of unserviceable property (Form 1909).
Report of subsistence and other supplies (Form 1913).
Medical officer's report of relief (Form 1919).
Medical and surgical report of out-patients (Form 1920).
Medical and surgical report of hospital patients (Form 1921).
Bills for care of seamen (Form 1923).
Report of relief furnished foreign seamen (Form 1925).
Transcript of record of medical inspection of seamen (Form 1929).
Bills for subsistence and miscellaneous supplies (Form 1937 or 1938).
Pay rolls (Form 1939 or 1940).
Report of examination of immigrants (paragraph 646).
Letter reporting patients under treatment ninety days (paragraphs 420 and 428).
Letter reporting names, etc., of deceased patients leaving unclaimed valuables (paragraph 626).

MAY.

Estimate of subsistence supplies (Form 1910).
Report of subsistence and other supplies (Form 1913).
Medical officer's report of relief (Form 1919).
Medical and surgical report of out-patients (Form 1920).

Medical and surgical report of hospital patients (Form 1921).
Bills for care of seamen (Form 1923).
Report of relief furnished foreign seamen (Form 1925).
Bills for subsistence and miscellaneous supplies (Form 1937 or 1938).
Pay rolls (Form 1939 or 1940).
Report of examination of immigrants (paragraph 646).
Letter reporting patients under treatment ninety days (paragraphs 420 and 428).

JUNE.

Report of subsistence and other supplies (Form 1913).
Medical officer's report of relief (Form 1919).
Medical and surgical report of out-patients (Form 1920).
Medical and surgical report of hospital patients (Form 1921).
Bills for care of seamen (Form 1923).
Report of relief furnished foreign seamen (Form 1925).
Bills for subsistence and miscellaneous supplies (Form 1937 or 1938).
Pay rolls (Form 1939 or 1940).
Report of examination of immigrants (paragraph 646).
Letter reporting patients under treatment ninety days (paragraphs 420 and 428).

BLANKS AND BOOKS.

BLANKS.

Form No.	
1901	Oath of office.
1903	Property return (United States marine hospitals).
1904	Property return (for officers not in charge United States marine hospitals).
1905	Requisition for medical supplies.
1906	Requisition for blanks and blank books.
1907	Requisition for stationery.
1908	Special requisition (miscellaneous).
1909	Report of inspection of property.
1910	Annual estimate of subsistence and other supplies.
1911	Schedule of and proposal to furnish subsistence and other supplies.
1911a	Proposal to furnish supplies.
1912	Contract to furnish subsistence and other supplies.
1913	Monthly report of subsistence and other supplies.
1914	Master's certificate of seaman's service.
1915	Relief certificate.
1916	Hospital permit.
1916½	Certificate of discharge.
1917	Bed ticket.
1917½	Daily diet list.
1918	Application for extension of permit.
1919	Medical officer's monthly report of relief.
1920	Medical and surgical report of out-patients.
1921	Medical and surgical report of hospital patients.
1922	Annual report of surgical operations.
1922½	Necropsy notes.
1923	Bill for the care of seamen.
1925	Report of relief furnished foreign seamen.
1926	Bill for care of foreign seamen.
1926½	Bill for care of foreign seamen (out-patients).
1927	Proposal to furnish care and treatment to sick seamen.

Form No.

1927a Proposal to furnish care and treatment to sick seamen suffering from contagious diseases.
1927b Proposal for burial of deceased seamen.
1928 Certificate of medical inspection of seamen.
1929 Transcript of record of medical inspections of seamen.
1930 Weekly report of vessels at quarantine stations.
1931 Weekly abstract of bills of health.
1932 Discharge from quarantine.
1933 Weekly report of sanitary inspection of persons and things.
1934a Domestic sanitary report.
1934b Consular sanitary report to Secretary of Treasury.
1935a Clinical chart (75 in a pad, A, B, C, D method).
1935b Temperature chart (A, B, C, D method).
1935c Binding cover (A, B, C, D method).
1935d Examination of urine (A, B, C, D method).
1936 Roll of candidates.
1937 Bill.
1938 Bill.
1939 Pay roll.
1940a Pay roll, acting assistant surgeons, stewards, and attendants.
1940b Pay roll for commissioned medical officers only.
1941 Voucher for traveling expenses.
1942 Daily report of seamen admitted and discharged.
1943 Letter transmitting check.
1943$\frac{1}{8}$ Gate pass.
1943$\frac{2}{8}$ Laundry list.
1943$\frac{3}{8}$ Purchase order.
15 Bill (Supervising Architect's office).
116 Bill (furniture and repairs of furniture).
117 Bill (fuel, lights, and water).
118 Certificate (inspection of fuel).
100 Report of inspection of stations of class 1.
100a Report of inspection of stations of class 2.
100b Report of inspection of stations of class 3.
100c Report of inspection of stations of class 4.
100d Report of inspection of United States quarantine stations.
100e Report of inspection of State and local quarantine stations.

BOOKS.

1944 Register of out-patients.
1945 Register of permits.
1946 Register of hospital patients.
1949 Inventory of patients' effects.
1950 Record of and receipt of moneys and valuables of patients.
1951 Record of subsistence and other supplies received and issued.
1952 Quarantine declarations.
1954 Record of liquors consumed.
1955 Station journal.
1956 Record of medical inspections of seamen.
1957 Record of letters and papers received.
1958 Record of letters and papers sent.
1959 Property record (United States marine hospitals).

Form No.	
1960	Property record (for officers not in charge of United States marine hospitals).
1962	Blank book, plain.
1963	Blank book.
1964	Blank book.

STATIONERY.

Arm rests.
Bond seals.
Copying books.
Copying bowls.
Copying brushes.
Copying presses.
Desk baskets.
Envelopes.
Erasers, rubber.
Erasers, steel.
Files, adhesive.
Files, bill, upright.
Ink.
Inkstands.
Ivory folders.
Letter clips (board).
Letter clips (small).
Memorandum blocks.
Mucilage.
Oiled sheets.
Paper, bill.
Paper, blotting.
Paper, cap.
Paper, copying.
Paper, legal cap.
Paper, letter.
Paper, manila.
Paper, note.
Paper fasteners.
Paper weights.
Pencils.
Penholders.
Penracks.
Pens.
Pincushions.
Pins.
Red tape.
Rubber bands.
Ruling pens.
Scissors.
Sealing wax.
Shears.
Sponge.
Sponge cups.
Twine.
Typewriter ribbons.

INDEX.

[NOTE.—The figures refer to paragraphs, except the Appendix, where page is meant.]

A.

Paragraph.

Abbreviations of words must be avoided 669
Absence or sickness of Supervising Surgeon-General, ranking medical officer to serve 11
with or without leave to be reported 188
of senior officer, next ranking officer to assume command 266
leaves of, when not to be granted 277
telegrams for, will not be sent or paid for as "official business" 666
from reservation, officers returning to, will report to commanding officer 294
Academic examination of applicants for appointment 26
Accounts will not be paid until property returns have been found correct 105
and books, list of, to be kept by steward 142
traveling, to be sworn to 162
for moneys collected for care of foreign seamen, etc 473
current of disbursements 628
current of disbursements may be forwarded without letter of transmittal 629
of unclaimed moneys and effects of seamen 624
Acknowledgment of orders 153
Acting assistant surgeons, qualifications for appointment 51
to pass a civil-service examination 52
by whom appointed 53
compensation of 71
general duties of 126
duties of, at stations, first and second class 128
not to have interest in contract hospitals 129
at stations of third class, duties of 130
responsible for property 131
not to leave stations without authority 197
uniform for 227, 228
Advance of traveling expenses by officers and attendants 157
payment of bills can not be made 523
Advertisement to be made in newspapers for subsistence 557
Advertisements not to be posted on walls of buildings 503
bills for, how paid 557
Affidavits may be accepted as evidence 383
Age limit for appointment:
assistant surgeons, 21 to 30 20
hospital stewards, 21 to 30 58
internes, 21 to 28 55
Agreements or contracts, approval by Department required 571
Allotments to families of officers 92
Allowance for commissioned officers at marine hospitals or quarantine stations 98
Allowances for hotel expenses 165
baggage 166
of hospital stewards 74
attendants entitled to 80
travel, officer entitled to, when assigned to duty while on leave 155
for "actual traveling expenses" 160
travel while on leave 169
Analyses, special examinations, etc 682
of water, medical officer to make and report of its purity 695
Antedate of permit 431, 437
Apothecaries, bills of, for medicines furnished, how paid 613

Paragraph.
Appliances, surgical, and special apparatus not to be purchased without authority 594
for patients 596
Applicants for appointment, examination of 22
examination of, for appointment 25
academic examination of, for appointment 26
for appointment, professional examination of 27
required to perform surgical operations on cadaver 30
may withdraw 35
unsuccessful, may be reexamined after one year 33
when they may be rejected without further examination 34
for appointment as attendant—blanks furnished by Civil Service Commission 62
Applications for leaves of absence 172
shall be addressed to Supervising Surgeon-General 200
relief after sixty days' absence from vessel 387
office hours 430, 436
sick leave to be addressed to Supervising Surgeon-General 187
Appointment of Supervising Surgeon-General 6
in service, successful examination does not assure 31
aptitude to be considered 29
as assistant surgeon, requirements for 18
of commissioned officers 17
Arrangement for inspection of unserviceable property 539
Assignment of officers to stations 147
quarters 96
Assignments and orders will not be revoked 152
Assistant surgeon, requirements for appointment as 18
qualifications for appointment as 20
may be examined for promotion after five years' service 42
to apply for examination for promotion 43
requirements of, for promotion 44
a second examination allowed, but not a third 45
resignation to be requested when he fails at second examination 46
Assistants may issue orders 12
Attendants, subordinate employees below grade of hospital steward shall be known as attendants 61
to file application for appointment 62
qualifications of engineers 63
names of qualified applicants to be entered upon a register of eligibles 64
vacancies, how filled 65
transcript of register of eligibles to be forwarded to Department 66
changes of, to be reported 67
offer of positions to 68
only males eligible as 69
changes in personnel to be reported immediately 67
males only eligible 69
compensation of 79
allowances for 80
quarters shall be assigned 81
sick or disabled, to be cared for 82
Department to be notified of death of 83
paid monthly, by check 86
hospital steward to instruct as to his duties 139
allowed traveling expenses 164
may be granted seven days' leave 202
verbal permits for less than twenty-four hours are not counted as leaves of absence 203
how punished when disrespectful, insubordinate, or intoxicated 269
dereliction of duty by, junior officer to report 298
will not leave grounds without permission 303
appellation of 304
testimonials of character to be given only by commanding officer 305
instructions to be given newly employed, on nursing 307
number allowed for a hospital 327
number may be increased 327
list of, to be transmitted, etc 652
Authority to be cited upon bills 607
Authorities on spelling 663

B.

Paragraph.
Badges may be worn 216
Baggage, allowance for 166
Baths 308
Bed tickets, valid only for day of issue 416, 424
to be numbered consecutively 417, 425
Bell at hospital 322-324
Beneficiaries 368-398
Persons entitled to relief 368
Yachtsmen entitled 369
Exceptions, persons employed on canal boats 370
Customs officer to furnish information as to character of vessel, etc 371
Wrecked seamen entitled 372
Seamen sent by consular officers entitled 373
Seamen must make application for relief 374
Evidence to be presented by seamen to obtain relief 375
Certificates from owners or agents as evidence 376
Masters shall furnish seaman a certificate of service 377
Masters refusing to give certificate 378
False certificates 379
Closure of navigation 381
Exceptions—
Closure of navigation 381
Brief service on last vessel not a bar 384
Foreign seamen or employees of Government services, not beneficiaries, shall not be treated 412
Period of treatment not to be reckoned as absence from vessel 382
Affidavits may be accepted as evidence 383
Brief service on last vessel not a bar to relief 384
Evidence to be verified in case of doubt 385
Certain cases to be submitted to Supervising Surgeon-General 386
Money not to be paid to seamen for expenses of sickness 393
Rejected claims for relief 394
Seamen injured in brawls not to receive treatment 395
Seamen taken ill on vessel entitled 396
Certificates of discharge 397
Temporary relief only contemplated 398
Applications for relief after sixty days' absence from vessel 387
Seamen to sign certificates 388
Cases admitted pending decision to be numbered in order 389
Out-patients to furnish new service certificates 390
Expenses for sickness during voyage will not be paid 391
Expenses for care of seamen at local quarantine hospitals 392
Seamen taken to local quarantine hospitals, expenses can not be paid 392
Bids, three required in each class of supplies 559
from responsible dealers desired 560
Bills for transportation of sick seamen 459
payment of, in advance can not be made 523
for advertising, how paid 557
and purchases 599-617
vouchers 606-617
must be rendered in duplicate, etc 606
authority to be cited 607
to be rendered at close of each month 608
items in, to be classified 611
for maintenance 612
medicines furnished by apothecaries 613
prescriptions, names of seamen should be given on 614
repayment for official telegraphing 615
Blank forms for inspectors 337
Blanks and books, requisitions for, will be made semiannually 581
Boards of investigation 248-259
Ordered only by the President or Secretary of the Treasury 248
Of whom composed 249
Duties of chairman 250
recorder 251

Boards of investigation—Continued. Paragraph.
Testimony and oaths 252
Testimony to be administered under oath 253
Record of proceedings to be signed daily 254
Grades of punishment 255
Copy of charges to be furnished accused officer 256
Investigations limited to offenses committed within one year 257
Records to be forwarded to Department 258
Proceedings to be reviewed 259
Boards, reports of, to be transmitted to or through the Supervising Surgeon-General 662
orders convening 650
Board of commissioned officers to be convened for examination of applicants for appointment 22
examiners to report standing of applicants 23
to conduct all examinations for appointment 24
of examiners for promotion 39
observe seniority, unless there are specific reasons for waiving it 39
disabled officers to be ordered before 49
physical examination of officers by commissioned officers 50
Books and accounts, list of, to be kept by hospital steward 142
instruments transported without expense to officer 167
obsolete, may be dropped from the return 534
Boxes and packages shall be held for inspection 321
Buildings and grounds to be kept in order 491
Brawls, seamen injured in, not to receive treatment 395

C.

Canal boats, persons employed on, not entitled to relief 370
Candidates eligible for one year only 32
Candidates for promotion, examination of 36
Will be made chiefly in writing 37
Candidates must be physically qualified 37
Care of unserviceable property 540
Cases for hospital treatment 413
Centigrade scale, officers shall make use of, etc 671
Ceremonies attending transfer of command of station 151
Certificate of payment of salary to be forwarded by officers leaving Pacific Coast 90
to be furnished by collector of customs to officers leaving Pacific Coast 90
of service, master shall furnish 377
discharge 397
Certificates of death 312
service may be accepted as evidence 376
relief, forwarded soon as issued 404
Change of station, commissioned officers subject to 21
Changes in personnel of attendants to be reported immediately 67
routine not to be made by officers in temporary command 267
Charges for care and treatment of foreign seamen 475
Civil-service examination, acting assistant surgeons must pass 51
hospital stewards must pass 57
Civilian dress not allowed 208
Circular letters, separate file to be kept at each station 673
Circulars, department or bureau relating to Marine-Hospital Service 657
Clinical history of each case furnished transportation 460
Coast Survey, commissioned officers to examine persons desiring to enlist 112
seamen of, entitled to treatment 470
Collector of customs to furnish certificate to officers leaving Pacific Coast 90
may pay salary and issue certificate prescribed in paragraph 90 91
Collector of customs will notify commanding officer of amount of bill 474
Collusion among dealers 556
Commanding officer may take seven days' leave 179
grant seven days' leave 181
leaving reservation shall notify officer next in rank 295
to inspect contents of packages and boxes received 321
shall enter in journal performance of weekly inspection 351
to accompany inspector during inspection of property 545
responsible for care of property 528

Paragraph.
Commanding officers of marine hospitals to make weekly inspections 345
officer shall forward yearly report of repairs 644
to forward estimate for repairs 645
shall make requisition for supplies 574
Commissioned and noncommissioned officers, when entitled to subsistence and laundering .. 104
allowed hotel expenses 165
officer shall make himself familiar with laws relating to service, etc 110
tour of duty, four years 146
at quarantine station, three years 146
officers, examinations of 17
appointments of 17
promotions of 17
to serve in any part of the United States 21
appointed to the general service 21
board of, to be convened for examination of applicants for appointment 22
compensation of 70
waiting orders 70
commutation of quarters for 90
duties of, are professional, sanitary, and executive 109
executive duties of 123, 124, 125
and hospital stewards, length of service 145
and noncommissioned officers and attendants entitled to actual traveling expenses 154
executive duties of:
To keep records and preserve public property 123
Not to have interest in contract hospitals 124
Official communications to be stamped with official seal 125
leaves of absence for, cumulative 170
when to report physical condition by letter 193
placed on "waiting orders" 195
placed on "waiting orders" shall report by letter, etc 196
of Marine-Hospital Service to rank relatively with commissioned officers of Revenue-Cutter Service 4
furnished with a microscope on their personal account 595
professional duties of 111
to examine applicants for relief 111
prescribe for and furnish out-patients hospital treatment 111
make physical examinations of seamen of several Government services and merchant marine 111
examine physically seamen engaged in foreign, coastwise, or inland navigation trade 112
foreign seamen 112
cadets, enlisted men, and persons desiring to enlist in Revenue-Cutter, Life-Saving, Coast Survey, and Light-House Services 112
alien immigrants 112
applicants for pilot's license 113
no fee for examination of seamen 114
reports of necropsies to be made 115
medical officers shall be present at necropsies 116
Commencement of leave of absence 174
Commissioner of Navigation to report, monthly, statement of collections of tonnage tax .. 675
Communications, official, instructions concerning 659
to be forwarded through commanding officer, etc 660
Commutation of quarters, when not allowed officers 93
for commissioned officers 93
officer entitled to, during leave of absence and when on special temporary duty 95
Compensation of commissioned officers 70
acting assistant surgeons 71
internes 72
hospital stewards 73
allowances 74
quarters 75
attendants 79

Paragraph.
Compensation in case of resignation of officer while on duty 84
for officers, only when on duty, sick, under orders, or on authorized leave .. 85
of officers and attendants paid monthly by check 86
Complaint of one officer against another may be made 281
Complaints, inspectors to receive 343
Completion of weekly inspection 349
Complication of original disease 419, 427, 441, 453
Condemned articles, disposition of 543
use of, in cleaning and repair 544
property, authority to dispose of 547
officers not to purchase 550
Contagious diseases, presence of, to be reported to commanding officer 693
Contract hospitals, acting assistant surgeons not to have interest in 129
Contracts and subsistence 551–573
for care of seamen, circular 475
when completed, to be forwarded 566
period of 567
legal requirements of signing 568
and agreements, how made and certified 569
officers may have benefits of 570
or agreements, approval by Department required 571
Copies of official reports to be filed at stations 651
departmental and bureau orders to officers shall be made for files of station 150
Correspondence 653–673
records, reports 630–673
official, to be transmitted through commanding officer 283
official communications, how they should be addressed 653
date and number in the annual series of the Marine-Hospital Service to be given 657
official communication formulas 659
abbreviations must be avoided 669
Corps of Service to consist of 1
Countermanding written order of a superior shall be given in writing 280
Current rates will be allowed for transportation of sick seamen 458
Cumulative leave for commissioned officers 170
Customs officer to furnish information as to character of vessel 371
to have charge of public property where no officer of Service is on duty ... 531
will render separate accounts, etc 620
to act as disbursing agents 627
Custodians:
Duties as 488–526
Officers to act as custodians of marine-hospital and quarantine stations 488
Duties of 489
Acting, to serve during absence or sickness of custodian 490
To cause buildings and grounds to be kept in order 491
Rooms to be used for official purposes only 492
Economy enjoined in use of lights and water 493
Necessity for repairs, etc., to be reported 494
Unauthorized expenditures not permitted 495
Emergency expenditures will be allowed 496
If authorized expenditure is insufficient 497
Vouchers to be transmitted 498
Estimates to be submitted in detail 499
Requisitions not to be made oftener than once a month 500
Proposals for fuel 501
Certificate of inspection of fuel 502
Advertisements not to be posted on walls 503
Diagrams of rooms, showing by whom the several rooms are occupied 504
Application for leases and renewals 505
Precautions against fire 506
Weekly fire drill 507
Supervision of fire drill 508
Specific duty of each officer and attendant at fire drill 509
Slip defining their duties shall be furnished each officer and attendant 510
Officers and attendants required to familiarize themselves with their repective duties .. 511
Determination of duties to be assigned to each 512

Custodians—Continued. Paragraph.
Fire alarm 513
Steward, duty of 514
Engineer, duty of 515
Driver, duty of 516
Yardman, duty of 517
Messenger, duty of 518
Cook, duty of 519
Launderer, duty of 520
Nurse, duty of 521
Night watch, duty of 522
Advance payment of bills can not be made 523
Measures to be taken to prevent trespass or injuring trees, etc 524
Trees and fences not to be removed 525
Gardens not to be maintained at expense of marine-hospital fund 526

D.

Date of letter authorizing relief must be indorsed on permits 440
Dealers, collusion among 556
instructions for 558
verbal orders to, prohibited 603
Death of an attendant to be reported to Department 83
certificates 312
Deceased officers, salaries of, payment to be made to legal representative 102
American seamen, dying on shipboard, unclaimed moneys of, how deposited 618
seamen, relatives to be notified 468
burial expenses 469
unclaimed money and effects of, shall be delivered to proper customs officer 621
method of disposing of property of 622
unclaimed property of, to be sold after one year 623
patients, disposal of property of 625
quarterly report of property of, shall be reported to Department 626
Defects in medical and surgical supplies shall be reported 593
Definition of a relief station 353
Department and Bureau orders to officers, certified copies shall be made for files of station. 150
or Bureau, circulars relating to Marine-Hospital Service 657
letters, replies to, instructions concerning 658
Departure, officer to report date of and his new address 186
Dereliction of duty, investigation to be made of 14
Detailed duty, officers shall report by letter to the Secretary of such Department 284
officers on, responsible to Supervising Surgeon-General 285
Diagnosis, to be reported in relief certificate 443, 455
Exceptions 444, 456
Diagrams of rooms, etc 504
Director of the Hygienic Laboratory shall exercise same authority in management as officers in command of stations 678
duties of 680, 681
to make monthly report 687
shall make an annual report to the Supervising Surgeon-General 688
Disabled officers be ordered before a board of examiners 49
or sick attendants to be cared for 82
Disbursing agents, Marine-Hospital Service:
Customs officers to act as, at certain ports 627
Will liquidate authorized bills, etc 628
Disbursements, accounts current of 628
May be forwarded without letter of transmittal 629
Discharge, certificates of 397
of patients promptly, concerning 414
Discipline 238-287
Orders of superiors to be obeyed 238
Obeying orders under protest 239
Senior officer to have command of station 240
Commanding officer to have authority over subordinates 241
Official relations can not be severed 242
Violation of regulations when "off duty" or on "waiting orders" 243

Discipline—Continued. Paragraph.
"Off duty," officers must not violate regulations when 243
"Waiting orders," officers must not violate regulations when on 243
Subordinates to be respectful 244
Official letters to be sent through senior officer 245
Commanding officer responsible for 269
Disease of patient, information relative to 313
Dispensaries, provision for marine-hospital 357
Dispensaries and offices, location of 358
Disposal of property of deceased patients 625
Disposition of condemned articles 543
Disrespectful language subjects offender to discipline 260
Districts of relief 359-367
North Atlantic, with list of stations where relief is furnished 360
Middle Atlantic, with list of stations where relief is furnished 361
South Atlantic, with list of stations where relief is furnished 362
District of the Gulf, with list of stations where relief is furnished 363
Ohio, with list of stations where relief is furnished 364
Mississippi, with list of stations where relief is furnished 365
Great Lakes, with list of stations where relief is furnished 365
Pacific, with list of stations where relief is furnished 367
Duties of Supervising Surgeon-General 9
commissioned officers are professional, sanitary, and executive 109
Duties, professional, of commissioned officers 111-116
To examine applicants for relief 111
To prescribe for and furnish out-patients hospital treatment 111
To make physical examinations of seamen of several Government services and merchant marine 111
To examine physically seamen engaged in foreign, coastwise, or inland navigation trade 112
foreign seamen 112
cadets, enlisted men, and persons desiring to enlist in Revenue Cutter, Life Saving, Coast Survey, and Light-House services 112
alien immigrants 112
applicants for pilot's license 113
No fee for examination of seamen 114
Reports of necropsies to be made 115
Medical officers shall be present at necropsies 116
Duties, sanitary, of commissioned officers 117-122
To enforce national quarantine rules and regulations 117
Sanitary duties defined 118
To comply with local health laws 119
To report presence of epidemics, etc 120
To vaccinate seamen 121
To advise officers of the Revenue-Cutter Service 122
Duties, executive, of commissioned officers 123-125
To keep records and preserve public property 123
Not to have interest in contract hospitals 124
Official communications to be stamped with official seal 125
Duties of inspectors 335
custodians 488-526
general, of acting assistant surgeons 126
of acting assistant surgeons at stations, class one and two 128
acting assistant surgeons at stations of third class 130
general, of hospital stewards 134-142
of interne 132
Duty, dereliction of 14
officers to receive compensation only when on 85
temporary, while on leave 168

E.

Economy enjoined in use of lights and water 493
in expenditures to be observed 599
Elastic stockings 598
Eligibles, names of qualified applicants for position of engineer to be entered upon a register 64

Paragraph.
Employees and officers, Supervising Surgeon-General will prepare and revise regulations for government of 16
subordinate, below grade of hospital steward shall be known as attendants 61
of Government services, not beneficiaries, shall not be treated 412
Emergency cases, unreasonable charges in, will not be allowed 411
expenditures by custodians will be allowed 496
purchases 599, 601
Engineer Corps of the Army, seamen employed on vessels of, entitled to relief 368
United States Army, seamen employed on vessels of, entitled to treatment, except at stations of fourth class 480
Engineers, qualifications of 63
Envelopes, printed, samples to accompany requisitions 582
Epidemics, presence of, commissioned officers to report forthwith 120
leaves of absence not granted during 182
Equipment and purchases for hygienic laboratory 679
Estimates to be submitted in detail by custodians 499
for subsistence to be forwarded 552
repairs at stations to be forwarded 645
Examinations of commissioned officers 17
applicants for appointment 22
Examinations by board, order of—
Physical 24
Academic 24
Professional 24
Clinical 24
Personal 24
Examinations for appointment, how made 27, 28
general aptitude to be considered 29
Examination, successful, does not insure appointment 31
withdrawal of applicant from 35
of candidates for promotion 36
made chiefly in writing 37
must be physically qualified 37
for promotion of assistant surgeons—second allowed, but not a third 45
Examiners, board of, to report standing of applicants 23
for promotion observe seniority unless there are specific reasons for waiving it 39
Exceptions. (Relief) 380
Closure of navigation 381
Brief service on last vessel not a bar 384
Foreign seamen, or employees of Government services, not beneficiaries, shall not be treated 412
Exchange of medicines, etc., prohibited 597
Executive duties of commissioned officers 123-125
To keep records and preserve public property 123
Not to have interest in contract hospitals 124
All official certificates to be stamped with official seal 125
Executive duties of commissioned officers 123, 124, 125
Expenditures, additional, authority must be obtained for 616
unauthorized, not permitted 495
if insufficient authority may be obtained 497
vouchers to be transmitted 498
Expenses for sickness during voyage will not be paid 391
Express, shipments by, are prepaid by Department or bureau 589
Extension of permits 439, 451

F.

False certificates 379
testimonials submitted disqualifies applicant for appointment 19
Families of officers, allotment to 92
Fee of $1 for examination of foreign seamen 112
not to be charged for examination of seamen or for certificate as to physical condition 114
Files, official, for letters at stations, instructions concerning 672
for circular letters, to be kept separate from letter files 673
Final accounts of officers will be paid when property returns are correct 105

Paragraph.
Fire, precautions against, by custodians 506
alarm at hospitals 324
drill, inspectors to require 344
weekly 507
supervision of, by commanding officer or junior officer, etc 508
specific duty of each officer and attendant at 509
First-class stations shall not be left without the presence of a medical officer 296
with one officer on duty, shall not be left without the presence of the officer or steward 297
Fitness of candidates for promotion 38
Flag shall be displayed from sunrise to sunset at first-class stations 288
to be set at half-mast on certain occasions 325
Flags, marine hospitals and quarantine stations entitled to two national ensigns 289
Foreign, leave 185
seamen, a fee of $1 will be charged 112
commissioned officers to examine 112
etc., not beneficiaries, shall not be treated 417
may be treated 471
bills for care and treatment of 472
monthly accounts to be rendered 473
charges for care and treatment of 475
receipts from collection of bills for care of, etc. 620
etc., repayments for 620
Form to be observed during inspections 333
Forms, blank, for inspectors 337
to be used 647
Formulas 317
official communications 659
Free transmission of official communications, etc 654
Freight, shipments by, are paid by officer receiving the goods 589
Friends of patients must obtain permission to visit wards 315
Fuel, etc., for officers at a marine hospital or quarantine station 98
Fuel, proposals for 501
inspection of 502
Furniture, etc., for officers at a marine hospital or quarantine station 98
Furniture assigned to specified quarters not to be changed 99
Full pay on leave, period for which officer is entitled to 106

G.

Gardens, vegetable, not to be maintained at expense of marine-hospital fund 526
General orders and regulations relating to service, every commissioned officer shall make himself familiar with 110
duties of commissioned officers 109
Government salary tables to be adhered to 88
services, officers and seamen of, may be treated 470
bills for care and treatment 472
Grades of punishment 264
Great Lakes district, stations of 366
Gulf district, stations of 363

H.

Health laws, local, commissioned officers to comply with 119
Holidays, national 318
State 319
Hospital bell 322-324
patients may perform light duties 329
register of 636
permits, register of 635
relief to be recorded and reported 422, 429
permits for 432, 445
arrangements to be made and reported by customs officer 446
Hospital stewards 57-60
Appointed by Secretary of Treasury 57
Age limit, 21 to 30 58
Must be graduates of pharmacy 58

Hospital stewards—Continued. Paragraph.
Graded as senior and junior 59
Promotion after three years' service 60
Compensation 73
Medicines will be allowed 76
Entitled to subsistence (*see* Appendix) 77
Inspection daily to be made by 135
Junior subject to orders of senior steward 136
Important orders not to be sent one attendant through another 137
To make daily inspection of meals 138
Shall instruct attendants 139
Shall record daily stores received and issued 140
Must receive supplies in person 141
Not to leave stations without authority 197
May be suspended for cause 272
Suspension of, for dishonesty, etc 272
Charges against, to be investigated 273
Grades of 274
Office not to be left without presence of, or attendant 301
Not to fill prescriptions unless ordered by a medical officer 302
To have charge of keys 306
Shall make actual invoice of articles on hand in preparing semiannual property return 529
Shall keep accounts and records 142
At discretion of commanding officer shall keep certain books 142
Length of service at stations 145
Hospital treatment, cases for 413
supplies must not be accumulated beyond actual needs 586
Hotel expenses, allowance for 165
Hours for sick call 290
of duty in hygienic laboratory 685
Hygienic laboratory 676-688
Shall be under command of a commissioned officer 676
Title of officer in command shall be ex officio director of the hygienic laboratory 676
Shall be deemed a station of the first class 677
Director of the, shall exercise same authority in management as officers in command of stations 678
Purchases and equipment for 679
Director of the, duties of 680, 681
Analyses, special examinations, etc 682
Uniforms, officers and attendants detailed in laboratory not required to wear 683
Officers detailed in, shall be assistants to director 684
Hours of duty in 685
Officers detailed to, considered as on special duty 686
Director shall make a report each month 687
Director shall make an annual report 688

I.

Immigrants, reports of inspection of 646
Indorsements and references 656
Information for press not to be given 279
regarding disease of patients 313
Ink and mucilage, one year's supply should be included in requisitions 583
Ink, kind to be used 668
Insane seamen 462-467
Inspecting officers will report violations of law or regulations 340
examine money account of commanding officer 341
Inspection of meals to be made by steward 138
supplies 572, 573
Inspections, yearly 330
Inspections:
By whom made 331
How made 332
General 333-344
Form to be observed 333
Method of 334
Blank forms for 337
Reports shall be made separate 338

Inspections—Continued. Paragraph.
Form to be observed during inspection of relief and quarantine stations 333
Methods of 334
Duties of inspectors 335
Inspectors not to give orders 336
Blank forms for inspectors 337
Inspection reports shall be made separate 338
If unfavorable report, recommendation should be made as to remedy 339
Inspecting officers will report violations of law or regulations 340
Inspecting officer will examine money account of commanding officer 341
Officers making general inspections of stations will inspect unserviceable property 342
Inspectors to receive complaints 343
Inspectors to require a fire drill 344
Weekly inspections of buildings and grounds by commanding officer 345
Weekly inspections of marine hospitals and quarantine stations not to be delegated 346
Officers to attend the weekly inspections 347
Muster at weekly inspections 348
Completion of weekly inspection 349
Work to be suspended during progress of an inspection 350
Commanding officer to enter in journal performance of weekly inspection 351
Official visits to station 352
Inspectors not to give orders 336
blank forms for 337
to receive complaints 343
require a fire drill 344
tructions and regulations for government of officers and employees, Supervising Surgeon-General will prepare and revise 16
to be given to attendants on nursing 307
Instruments and books transported without expense to officer 167
Insubordination of patients 310
patients discharged for 310
Intermediate requisitions for medical supplies may be forwarded 579
Internes 54–56
to be appointed by Secretary of the Treasury 54
pass satisfactory examination 54
be graduates of reputable medical colleges 55
furnish certificates of moral character 55
compensation of 72
duties of 132
authorized to give orders 133
not to leave stations without authority 197
leave not to exceed fourteen days 201
uniform of 229
shall not be placed in charge of out-patient office 292
Intoxicating beverages, excessive use of 246
Introduction of an officer when he reports for duty 286
Inventory of unserviceable property to be forwarded 541
Investigation, boards of (248–259).
How board shall be ordered 248
Of whom composed 249
Duties of chairman 250
recorder 251
Testimony and oaths 252
to be administered under oath 253
Record of proceedings to be signed daily 254
Grades of punishment 255
Copy of charges to be furnished the accused officer 256
Investigations limited to offenses committed within one year 257
Records to be forwarded to Department 258
Proceedings to be reviewed 259
Invoices of property to be made to successors 530

J.

Journal of stations 637
Junior officer to explain when unable to appear in uniform 282
obtain consent to publish cases 278
shall be detailed at out-patient office 292

Paragraph.
Junior officers shall not leave reservation without consent of commanding officer 293
not to give orders except of an emergency character 299
to obtain consent to conduct visitors through hospital 300
to invite attention to serious or interesting cases 309
not to purchase 604
to report dereliction of duty by attendants 298

K.

Keepers and surfmen of Life-Saving Service admitted to hospital or as out-patients when stations are open 484
Keys of station shall be in charge of steward 306

L.

Laundering and subsistence, when officers are entitled to 104
Laws in force relating to Marine-Hospital Service. Appendix 88
relating to service, every commissioned officer shall make himself familiar with 110
Leases and renewals, application for, by custodians 505
Leave, officers to receive compensation when on authorized 85
officer entitled to commutation when on special temporary duty 95
period for which an officer is entitled to full pay 106
sick, officer must cite on pay roll date of authority 107
officers entitled to travel allowances when assigned to duty while on 155
officer entitled to traveling expenses upon change of station while on 156
temporary duty while on 168
officer not entitled to travel allowances when ordered to rejoin station while on 169
for commissioned officers, cumulative 170
year, reckoning of 171
applications for 172
granted in terms of months and days 173
commencement of 174
for one month, granted by Supervising Surgeon-General 175
length of absence desired must be stated 176
exceeding seven days not granted until officer has served two years 177
verbal permits for less than twenty-four hours not counted 178
commanding officer may take seven days 179
grant seven days 181
not granted during epidemics 182
officers not to go beyond sea 183
determination of period of 184
foreign 185
officer to report date of departure and his new address 186
sick, applications for, to be addressed to Supervising Surgeon-General 187
with or without permission to be reported 188
may be granted by Supervising Surgeon-General 189
to proceed to station on expiration of sick leave 190
officer on way to rejoin station after sick leave, how to be reported on pay roll 191
ordinary, not to be changed to sick leave 192
not granted on tender of resignation, etc 194
Leaves of absence for noncommissioned officers 197–201
Not to exceed thirty days in each fiscal year, etc 198
Verbal permits for less than twenty-four hours not counted 199
Leaves of absence, applications for, shall be addressed to Supervising Surgeon-General 200
for one week or less, how granted 201
for internes not to exceed fourteen days 201
for attendants, commanding officer may grant one week's leave 202
when not to be granted 277
telegrams for, will not be sent or paid for as "official business" 666
Length of service at stations 145
Letterpress copies to be taken of all letters 661
Letters to be sent through senior officer 245
recommending articles prohibited 247
of transmittal 649
must be sent with special requisitions, etc 587
will accompany bills 610
at stations, instructions concerning files for 672

Paragraph.
Life-Saving Service 481–486
keepers and crews, where treated 481
an applicant must furnish certificate of service 482
what the certificate must show 483
keepers and surfmen admitted during period stations are open 484
admitted during period stations are closed 485
only temporary treatment furnished 486
officers to examine persons desiring to enlist in 112
keepers and crews of, entitled to relief 368
Light-House Service, commissioned officers to examine persons desiring to enlist in 112
officers and crews of, entitled to relief 368
officers and crews of, entitled to relief without charge 487
Lighting and water supply system for officers at a marine hospital or quarantine station 98
Liquors and vials, requisitions for, when made 580
List of officers to be published 2
attendants to be transmitted, etc 652
Local health laws, commissioned officers to comply with 119
quarantine hospitals, seamen taken to, expenses can not be paid 392
Location of offices and dispensaries 358

M.

Maintenance, bills for 612
Males only eligible for position of attendant 69
Maltreatment of subordinates or patients not permitted 262
Marine hospitals, quarters or subsistence not furnished to persons not employed therein 108
and quarantine stations to be inspected once a week by commanding officers 345
Masters shall furnish seamen certificate of service 377
refusing to give certificate 378
Meals of attendants and patients, steward to make daily inspection of 138
Measures of discipline to be entered in journal 265
Medical inspection of seamen, transcript of record of to be made 642
record of 638
officer detailed on revenue cutter shall examine medical supplies, etc., when fitting out 697
detailed on revenue cutter shall keep a record of professional work 698
supplies and in special cases subsistence supplies allowed officers 100
includes only articles specified as such on the medical supply table 101
requisitions for, time of making 575
to be limited 577
to provide for exigencies, climate, etc 578
special requisitions may be made for 579
Medical and surgical supplies 590–598
Supply table, medical 590
Kind issued 591
Medicines, special preparations not allowed 592
Defects in, shall be reported 593
Surgical appliances, etc., not to be purchased without authority 594
Officers furnished with a microscope on their personal account 595
Appliances for patients 596
Exchange of medicines, etc., prohibited 597
Elastic stockings 598
Medical officer, revenue cutter, shall have charge of medical stores, etc 696
Medicines will be allowed hospital stewards 76
special preparations not allowed 592
exchange of, prohibited 597
furnished by apothecaries, how paid 613
Methods of inspections 334
Metric system, instructions concerning 670
Microscope, commissioned officers furnished with a, on their personal account 595
Middle Atlantic district, stations of 361
Miscellaneous articles, requisitions for 584–589
"Miscellaneous receipts," proceeds of sale of condemned and surplus property deposited as 619
Mississippi district, stations of 365
Mississippi River Commission, seamen employed on vessels of, entitled to relief 368
officers and crews of vessels in service of, entitled to treatment, except at stations of fourth class 479

Paragraph.
Money account of commanding officer to be examined by inspector 341
not to be paid to seamen for expenses of sickness 393
of patients, receipts to be given 418
Morning sick report to be submitted to commanding officer 694
Muster at weekly inspections 347

N.

National ensign should be displayed at stations of first class from sunrise to sunset 288
holidays 318
Navy, United States seamen of, entitled to treatment 470
Necropsies to be made 115
officers to be present at, whenever practicable 116
reports of 643
Ninety days, patients under treatment 420
patients treated 420, 428
Noncommissioned officers, when entitled to subsistence and laundering 104
general duties of 126
shall familiarize themselves with regulations 127
and commissioned officers and attendants entitled to actual traveling expenses 154
not to leave stations without authority 197
uniform for 227
fatigue uniform for acting assistant surgeons 227
white uniform 228
to be obeyed 261
"Nomenclature of diseases" shall be observed in preparing medical and surgical reports. 641
"No transactions" to be written across the face of the blank in certain cases 648
North Atlantic district, stations of 360
Number of attendants allowed for a hospital 327
may be increased 328

O.

Oath of office, salary to begin from date of 89
testimony to be delivered under 253
Office hours, application for relief after 430
of hospital steward not to be left without presence of steward or attendant 301
Officer rejected for physical disability may be ordered before board for reexamination for promotion 41
tendering resignation while on duty, compensation of 84
does not lose right to quarters by temporary absence on duty 94
entitled to compensation at station during leave of absence or special temporary duty 95
may waive right to quarters 97
must cite on pay roll date of authority granting or extending sick leave 107
entitled to travel allowances when assigned to duty while on leave 155
entitled to traveling expenses upon change of station while on leave of absence 156
to serve two years before more than seven days' leave will be granted 177
to proceed to station on expiration of sick leave 190
"in temporary charge," status of 268
complaint of one against another may be made 281
introduction of, when he reports for duty 286
receiving seamen transported from another station to be informed of probable date of arrival 461
to prepare invoice to his successor 530
detailed, shall make report of contagious diseases, etc 693
Officers, list of, to be published 2
rank and precedence of 3
examinations of 17
appointments of 17
promotions of 17
appointed to the general service 21
disabled, to be ordered before a board of examiners 49
compensation only when on duty, sick, under orders, or on authorized leave 85
leaving Pacific Coast may receive salary then due 91
families of, payment of allotments to 92
allowance at marine hospitals or quarantine stations 98

Paragraph.
Officers allowed medical supplies and, in special cases, subsistence supplies 100
deceased, salaries of, payment to be made to legal representative 102
not to keep animals on hospital grounds for private use 103
are entitled to full pay on leave 106
to examine cadets and enlisted men, and persons desiring to enlist in the Revenue-Cutter, Coast Survey, and Light-House services 112
assignment of, to stations 147
not to go beyond sea, etc 183
newly appointed, to provide themselves with uniforms 211
in temporary command not to make changes in routine 267
forbidden to criticise publicly another officer 270
visiting Washington to register at Bureau 271
not to publish statistics without authority 276
detailed to other departments to report by letter to the Secretary of such Department 284
on detailed duty responsible to Supervising Surgeon-General 285
may engage in private practice 287
to report at surgeon's office at morning sick call 291
returning to reservation after absence shall report to commanding officer 294
making general inspections will inspect unserviceable property 342
to attend weekly inspections 347
not required to visit seamen on board vessels 415
of Service will render semiannual returns of special property 532
not to purchase condemned property 550
may have benefit of contracts 570
shall make monthly reports of current transactions 639
and other physicians to make of diseases and injuries and of surgical operations 640
detailed in the hygienic laboratory shall be assistants to director 684
to laboratory shall be considered as on special duty 686
and attendants paid monthly by check 86
to keep Supervising Surgeon-General informed of their movements 148
in hygienic laboratory not required to wear uniforms 683
and employees, Supervising Surgeon-General will prepare and revise regulations for government of 16
and subordinates subject to orders of Supervising Surgeon-General 10
ordered from Pacific Coast to furnish certificate of payment of salary 90
noncommissioned, to be obeyed 261
Offices and dispensaries, location of 358
Official list of officers to be published 2
seal to be circular in form 5
letters to be sent through senior officer 245
correspondence to be transmitted through commanding officer 283
visits to station 352
supply table of the Marine-Hospital Service 576
forms to be used 647
reports, copies of, to be filed at stations 651
communication formulas 659
communications, how they should be addressed 653
free 654
to be forwarded through commanding officer, etc 660
papers, reports, and letters, how they should be addressed 655
files for letters at stations, instructions concerning 672
Ohio district, stations of 364
One year, patients under treatment 421
Operations not to be performed by junior officers 309
Oppression, acts of, may be reported to Surgeon-General 263
Order of rank and procedure 3
countermanding written order of a superior shall be given in writing 280
Orders, assignment and travel 145–169
may be issued by assistants 12
to proceed to any place, but fixing no date, shall be obeyed within four days 149
"without delay," to start within two days 149
"immediately," to start within one day 149
and assignments will not be revoked 152
Department and Bureau, to officers, copies shall be made for files of station 150

Paragraph.
Orders, acknowledgment of 153
for transportation to be furnished 158
junior officers not to give, except of an emergency character 299
not to be given by inspectors 336
convening boards 650
Ordinary leave not to be changed to sick leave 192
Organization 1
Out-patient office, junior officer shall be detailed at 292
internes shall not be placed in charge of 292
treatment for Revenue-Cutter Service, where and how furnished 478
Out-patients to furnish new service certificates 390
register of 634
Overcoats, when worn with uniform, etc 209

P.

Pacific Coast, officers and subordinates ordered from, to furnish certificate of payment of salary 90
ordered from, may receive salary 91
district, stations of 367
Packages and boxes shall be held for inspection of commanding officer 321
Passed assistant surgeons, promotion of 47
allowed a second examination 47
if failing at third examination will not be in line of promotion 48
Patients treated ninety days 420, 428
under treatment one year 421
or subordinates, maltreatment of, not permitted 262
discharged for insubordination 310
friends of, must obtain permission to visit wards 315
may perform light duties at hospitals 329
transfer of 426, 434
to be promptly discharged 414
transferred from another station 423
appliances for 596
Payment of allotments to families of officers 92
salaries of deceased officers 102
Pay rolls to be forwarded on 23d of each month 87
conform to official salary tables 88
Period for which an officer is entitled to full pay on leave 106
of leave, determination of 184
Permits, when they may be antedated 431, 437
for hospital relief 432
valid only on day of issue 435, 448
extension of 439
date of letter authorizing relief must be indorsed on 440
will be numbered consecutively 433, 449
to be forwarded on termination of treatment 442, 454
Personal criticism of one officer by another forbidden 270
Personnel, change in attendants to be reported immediately 67
Physical examination of applicants for appointment 25
qualifications necessary for promotion 37
unsoundness of candidates to be reported (see par. 248) 40
examination of officers to consist of two commissioned officers 50
Pilot's license, commissioned officers to examine applicants for 113
"Post," "slop" and "slush" fund prohibited 326
Precedence and rank of officers 3
Preparation of vouchers for payment 609
Prescriptions not to be filled by hospital steward unless ordered by a medical officer 302
limited to 100 grains 316
bills for, names of seamen to be given on 614
Private practice may be engaged in by officers 287
Preservation of records at stations 667
Press, information for, not to be given 279
Professional duties of commissioned officers 111-116
To examine applicants for relief 111
To prescribe for and furnish out-patients hospital treatment 111

Professional duties of commissioned officers—Continued. Paragraph.
To make physical examinations of seamen of the several Government services and merchant marine 111
To examine physically seamen engaged in foreign, coastwise, or inland navigation trade. 112
To examine foreign seamen 112
To examine cadets, enlisted men and persons desiring to enlist in Revenue-Cutter, Life-Saving, Coast-Survey, and Light-House services 112
To examine alien immigrants 112
To examine applicants for pilot's license 113
No fee for examination of seamen 114
Reports of necropsies to be made 115
Medical officers shall be present at necropsies 116
Professional examination of applicants for appointment 27
Promotion of commissioned officers 17
examination of candidates for 36
will be made chiefly in writing 37
must be physically qualified 37
fitness of candidates to be furnished to board of examiners 38
physical unsoundness of candidates to be specially reported 40
of assistant surgeon 42
reexamination of officer for 41
failing to pass a first examination, shall be allowed a second, after one year 42
of passed assistant surgeons 47
passed assistant surgeons not in line of, if failing at third examination 48
for hospital stewards after three years 60
Property, acting assistant surgeons responsible for 131
when may be dropped from property return 533
loss of 536
inspected, recommendation concerning, to be reported upon fully 548
repairs to should form basis of separate communication 588
public, not to be given as payment for supplies 605
of deceased patients, disposal of 625
quarterly report of, shall be reported to Department 626
Property returns 15
when found correct final accounts will be paid 105
to be rendered by commissioned officers and acting assistant surgeons 527
invoices to be made semiannually 529
semiannual, to be made by commissioned officers for microscopes 595
"Proposals for hospital supplies" to be marked on envelope by dealer 558
for subsistence, opening of 564
must accompany special requisitions 600
Provision for marine-hospital dispensaries 357
Provisions for relief 355
Public property:
All property to be accounted for 527
Responsibility of commanding officers for care of 528
Actual invoices to be made 529
Invoices shall be prepared and transfer invoice verified 530
Customs officers to have charge of, where no officer of the Marine-Hospital Service is on duty 531
Sale of 535
Shall not be disposed of at private sale 535
Loss of 536
Material for supplies need not be accounted for 537
Publications of official reports, statistics, etc., without authority, forbidden 276
in medical journals restricted 278
Punishment, grades of 264
Purchases and bills 599-617
Emergency 599, 601
Economy in expenditures to be observed in 599
Proposals must accompany special requisitions 600
Extra, of subsistence supplies, how made 602
Subsistence outside of contracts, how made 602
Verbal orders to dealers prohibited 603
Orders for, shall be in printed form or in writing 603
Junior officers not to purchase 604
Puplic property not to be given as payment for supplies 605

Purchases and bills—Continued. Paragraph.
Bills and vouchers 606-617
Must be rendered in duplicate, etc 606
Authority to be cited 607
To be rendered at close of each month 608
Preparation of, for payment 609
Letters of transmittal will accompany bills 610
Items to be classified 611
For maintenance 612
For medicines furnished by apothecaries, how paid 613
Names of seamen to be given on bills for prescriptions 614
Telegraph 615
For repayment for official telegraphing 615
Authority must be obtained for additional expenditure before submitting 616
Subvouchers shall be securely attached to bills 617
Purchases or repairs, proposals must accompany special requisitions for 600
extra, of subsistence supplies, how made 602
and equipment for hygienic laboratory 679

Q.

Qualified candidates eligible for one year only 32
Qualifications for appointment as assistant surgeon 20
Quarantine stations, annulling paragraph 179 at 180
form to be observed during inspection of 333
and marine hospitals to be inspected once a week by commanding officers 345
governed by general regulations 689
and inspection stations, specific duties of officers at 689
vessels, commutation of quarters not allowed officers when on board of 93
Quarterly report of property of deceased patients shall be reported to Department 626
Quarters, internes entitled to 56
for hospital stewards 75
commutation of, for commissioned officers 93
for attendants 81
commutation of, when not allowed officers 93
right to, not lost by officer when absent on temporary duty 94
assignment of 96
right to, may be waived by officer 97
etc., for officers at a marine hospital or quarantine station 98
or subsistence not furnished in marine hospitals persons not employed therein 108

R.

Ranking officer to sign in absence of Supervising Surgeon-General 11
Rank of officers serving on revenue cutters 690
and precedence of officers 3
relative, with officers of Revenue-Cutter Service 4
Receipts accruing from unclaimed moneys, etc., how deposited 618
for money and valuables of patients to be given 418
from sale of condemned property shall be deposited as "miscellaneous receipts". 619
collection of bills for care of foreign seamen, etc 620
Receipts and disbursements 618-629
Accruing from unclaimed moneys, how deposited 618
Repayments for foreign seamen 620
From collection of bills for care of foreign seamen, etc 620
Customs officers will render separate accounts 620
Unclaimed money and effects of deceased patients shall be delivered to proper customs officer 621
Deceased seamen, method of disposing of property of 622
Unclaimed property of deceased seamen to be sold after one year 623
Accounts of unclaimed moneys and effects of seamen 624
Unclaimed moneys and effects of seamen, how to render accounts 624
Disposal of property of deceased patients 625
Quarterly report of property of deceased patients shall be reported to Department 626
Customs officers to act as disbursing agents, etc 627
Disbursing agents of Marine-Hospital Service will liquidate authorized bills, etc 628
Accounts current of disbursements may be forwarded without letter of transmittal 629
Recommendations of articles forbidden 247

Paragraph.
Records, preservation of, at stations 667
reports, and correspondence 630–673
to be kept at stations of first class 630
Records and reports:
Correspondence 630–673
Records to be kept at stations of first class 630
Records to be kept at stations of second class 631
Records to be kept at stations of third class 632
Records to be kept at stations of fourth class 633
Register of out-patients 634
Register of hospital permits 635
Register of hospital patients 636
Journal of stations 637
Record of medical inspections of seamen 638
Record of medical inspections of seamen 638
service of officer to be considered in examination for promotion 37
subsistence to be kept of articles drawn by steward 78
second class 631
third class 632
fourth class 633
Reexamination of unsuccessful applicants after one year 33
officer for promotion 41
References and indorsements 659
Register of eligibles, transcript of, to be forwarded to Department 66
out-patients 634
hospital permits 635
hospital patients 636
Regulations for government of officers and employees to be prepared and revised by Supervising Surgeon-General 16
and general orders relating to Service every commissioned officer shall make himself familiar with 110
noncommissioned officers shall familiarize themselves with 127
Reimbursed, service to be, for subsistence furnished officers and their families 100
Reimbursement of traveling expenses 159
Rejected claims for relief 394
Relative rank with officers of Revenue-Cutter Service 4
Relatives of patients to be notified when patient is beyond recovery 311
Relief, provisions for 355
supervision of 356
stations grouped into eight districts 359–367
seamen must make application for 374
evidence to be presented by seaman 375
certificates of service may be accepted as evidence 376
masters shall furnish seamen a certificate of service 377
exceptions 380
closure of navigation 381
brief service on last vessel not a bar 384
foreign seamen, or employees of Government services, not beneficiaries, shall not be treated 412
application for, after sixty days' absence from vessel 387
cases admitted pending decision to be numbered in order 388
brief service on last vessel not a bar to 384
evidence to be verified in case of doubt 385
certain cases to be submitted to Supervising Surgeon-General 386
rejected claims for 394
temporary, only contemplated 398
certificates forwarded soon as issued 404
hospital, to be recorded and reported 422, 429
application for, after office hours 430
not to exceed twenty days at third and fourth class stations 438, 450
date of letter authorizing must be indorsed on permits 440
certificates to be furnished sick seamen when given transportation 457
the Engineer Corps, United States Army, seamen employed on vessels of, entitled to treatment, except at stations of fourth class 480
station, definition of 353
stations, form to be observed during inspection of 333
Relief 399–486
Out patients, cases to be treated as 399

Relief—Continued. Paragraph.
No relief furnished at houses of patients 400
Records to be made of out-relief stations, first class 401
Records to be made of out-relief stations, second class 402
Character of relief to be reported at stations of third class 403
Character of relief to be reported at stations of fourth class 405
Relief certificates to be forwarded soon as issued 404, 406
Provisions for 407
Allowance for examinations 408
Extra compensation for hospital treatment 409
Not more than two visits will be allowed to out-patients 410
Unreasonable charges will not be allowed 411
Foreign seamen, or employees of Government services not beneficiaries, shall not be treated 412
Cases for hospital treatment 413
Patients to be promptly discharged 414
Officers not required to visit seamen on board vessels 415
Stations of the first class 416–423
Bed tickets valid only for day of issue 416, 424
Bed tickets to be numbered consecutively 417, 425
Receipts for money and valuables of patients to be given 418
Complication of original disease 419, 427, 441, 453
Patients under treatment ninety days 420
Patients under treatment one year 421
Hospital relief to be recorded and reported 422
Relief certificate to be indorsed and forwarded 423
Stations of the second class 424–431
Transfer of patients 426
Patients treated ninety days 420, 428
Hospital relief to be recorded and reported 429
Application for relief after office hours 430, 436
When permits may be antedated 431, 437
Stations of the third class 432–444
Permits for hospital relief 432
Permits to be numbered consecutively 433
Transfer of patients 434
Permits valid only on day of issue 435
Not to exceed twenty days 438, 450
Extension of permits 439
Date of letter authorizing relief must be indorsed on permits 440
Permit to be forwarded on termination of treatment 442
Diagnosis to be reported in relief certificate 443
Exceptions 444
Stations of the fourth class 445–456
Hospital, permits for 445
arrangements to be made and reported by customs officer 446
acting assistant surgeon 447
Permits valid only on day of issue 448
will be numbered consecutively 449
Relief not to exceed twenty days 450
Extension of permits 451
Date of letter authorizing relief must be referred to on permits 452
Complications of disease for which admitted 453
Permit to be forwarded on termination of treatment 454
Diagnosis to be reported in relief certificate 455
Exceptions 456
Transportation of sick seamen 457–461
Details of transportation 457
Relief certificate to be furnished on departure 457
Current rates to be allowed 458
Bills for transportation 459
Clinical history of each case to be furnished 460
Receiving officer to be informed of probable date of arrival 461
Insane seamen 462–467
May be admitted upon order of Secretary of Treasury 462
Officers shall exercise special care in deciding complications 463
Complications to be strictly investigated 464

Paragraph.

[illegible] 46
[illegible] 46
[illegible] 46
[illegible] 46
[illegible] 52
Navy [illegible] 47
[illegible] 47
[illegible] 47
Bills [illegible] 47
[illegible] 47
Bills [illegible] 47
Monthly [illegible] 47
Notification [illegible] 47
Charges [illegible] 47
Revenue-Cutter Service [illegible] 476-47
officers and crews [illegible] 47
Officers [illegible] 47
Outpatient treatment [illegible] 47
The Mississippi [illegible] officers and crews [illegible] entitled to relief except at stations [illegible] 47
Life-Saving Service [illegible] 482-48
An applicant must furnish [illegible] 48
Requirements [illegible] 48
Sick or injured keepers and surfmen admitted to hospital or as out-patients when stations are open [illegible] 48
Sick or injured keepers and surfmen admitted to hospital or as out-patients when stations are closed [illegible] 48
Keepers and surfmen admitted to hospital or as out-patients when stations are closed. 48
Temporary treatment [illegible] 48
Light-House Service [illegible] officers and crews [illegible] entitled to relief without charge 48
Repairs [illegible] 49
material [illegible] 53
property shall [illegible] 56
or purchases, proposals must [illegible] 60
and improvements, [illegible] make detailed statement of 64
preservation of [illegible] 64
commanding officers [illegible] 64
Repayments to the Marine-Hospital fund 47
for foreign seamen, etc [illegible] 69
Replies to Department letters [illegible] 65
Reports of inspection [illegible] will be made 33
Reports
Monthly [illegible] 63
Monthly [illegible] and other physicians of diseases and injuries, etc 64
Nomenclature of diseases shall [illegible] preparing medical and surgical reports. 64
Medical inspection of seamen [illegible] 64
Reports [illegible] 64
Commanding officers [illegible] 64
Estimates [illegible] 64
Reports of inspection [illegible] 64
Official forms [illegible] 64
No transactions [illegible] in certain cases 64
Letters of transmittal [illegible] 64
Orders convening boards [illegible] 65
Copes of official [illegible] 65
List of attendants [illegible] 65
Official communications [illegible] 65
Official communications free [illegible] 65
Official signatures and addresses [illegible] 65
References and endorsements [illegible] 65
Circulars [illegible] Marine Hospital Service 65
Date and number in the annual [illegible] the Marine Hospital Service to be given 65
Instructions [illegible] Department letters 65
Official communications [illegible] 65
Official communications [illegible] through commanding officer 66
Letterpress [illegible] all official letters 66
Reports of boards [illegible] through the Supervising Surgeon-General 66

Reports—Continued. Paragraph.
Authorities on spelling 663
Telegraph for official purposes, Department circulars to be observed 664
Telegraphing, instructions concerning 665
Telegrams for leave of absence, etc., will not be sent or paid for as "official business" 666
Preservation of records at stations 667
Ink, kind of, to be used 668
Abbreviations of words must be avoided 669
Metric system, instructions concerning 670
Centigrade scale, officers shall make use of 671
Files for letters at stations, instructions concerning 672
Circular letters, a separate file to be kept at each station 673
Reports 639–652
monthly, to be made by officers 639
of inspection of unserviceable property will be forwarded in duplicate 548
necropsies 643
inspection of immigrants 646
boards to be transmitted to or through the Supervising Surgeon-General 662
sanitary condition of ship by officer detailed on same 692
Reservation, junior officers shall not leave, without consent of commanding officer 293
commanding officer leaving, shall notify officer next in rank 295
Resignation, leaves not granted when tendered 194
of officer while on duty 84
of assistant surgeon to be requested when failing at second examination 46
Requirements for appointment as assistant surgeon 18
Requisitions 574–580
for supplies, commanding officers shall make 574
time of making 575
for medical supplies to be limited 577
liquors and vials, when made 580
stationery will be made semiannually 581
blanks and books will be made semiannually 581
stationery, samples of printed envelopes to be inclosed 582
ink and mucilage should include a year's supply 583
special, each article must be fully described 584
requirements of, defined 585
for articles of hospital equipment must not be made in anticipation of needs beyond fiscal year 586
needed not to be made oftener than once a month 500
Revenue-Cutter Service:
Relative rank of officers of Marine-Hospital Service with officers of 5
Commissioned officers to examine persons desiring to enlist 112
Officers and crews of, entitled to relief 368
Officers and crews of, to receive treatment 476
Officers or seamen to be admitted to stations of first class, and to contract hospitals 477
"Out-patient" treatment, when and how furnished 478
Rank of officers serving on cutters 690
Uniforms, officers serving on cutters 691
Report, sanitary condition of ship by officer detailed on same 692
Officer detailed shall make report of contagious diseases, etc 693
Morning sick report to be submitted to commanding officer 694
Analyses of water, medical officer to make, and report of its purity 695
Medical officer detailed on cutter shall have charge of medical stores, etc 696
Medical officer shall examine medical supplies 697
Medical officer detailed on, shall keep a record of professional work 698
Revenue cutters, commutation of quarters not allowed officers when on duty on board of 93
Rooms to be used for official purposes only 492
Routine, changes in, not to be made by officers in temporary command 267

S.

Salaries of deceased officers—payment to be made to legal representative 102
Salary of Supervising Surgeon-General 7
tables, Government, to be adhered to 88
to begin from date of oath of office 89
Salute to be given 275
Samples of subsistence to be submitted 563

Paragraph.
Sanitary duties of commissioned officers 117-122
To enforce national quarantine rules and regulations 117
Sanitary duties defined 118
To comply with local health laws 119
To report presence of epidemics, etc 120
To vaccinate seamen 121
To advise officers of the Revenue-Cutter Service 122
Sanitary duties of commissioned officers defined 118
condition of ship, reports to be made of 692
Schedules to be furnished dealers 554
separate, for each of the different classes of articles to be made 561
changes in, may be made 562
Seal, official, to be circular in form 5
Seamen on board vessels, officers not required to visit 415
insane 462-467
wrecked, entitled to relief 372
sent by consular officers entitled to relief 373
must make application for relief 374
evidence to be presented by 375
to sign certificates 388
injured in brawls not to receive treatment 395
taken ill on vessels entitled to relief 396
names of, should be given on bills for prescriptions 614
record of medical inspections of 638
medical inspection, transcript of record of, to be made 642
Sea, officers not to go beyond 183
Second examination allowed assistant surgeons for promotion, but not a third 45
Senior and junior, hospital stewards graded as 59
officer absent, next ranking officer to assume duties 266
Seniority, board of examiners to observe, unless there are specific reasons for waiving it 39
Separate report will be made for each station 338
Service, corps to consist of 1
Shipments by express prepaid by Department or Bureau 589
freight to be paid by officer receiving the goods 589
Sick or disabled attendants to be cared for 82
officers to receive compensation when 85
call, hours for 290
morning, officers to report at surgeon's office 291
leave, officer must cite on pay roll date of authority 107
may be granted by Supervising Surgeon-General 189
authorized, commissioned officers to report by letter physical condition 193
applications for, to be addressed to Supervising Surgeon-General 187
medical certificate must be furnished 187
officer to proceed to station on expiration of sick leave 190
when officer shall be reported on pay roll as "en route to rejoin station" 191
report, morning, to be submitted to commanding officer of cutter 694
Sickness or absence of Supervising Surgeon-General, ranking medical officer to serve 11
"Slush fund" and "post" or "slop" fund prohibited 326
South Atlantic district, stations of 362
Special requisitions for medical supplies may be forwarded 579
each article must be fully described 584
requirements of, defined 585
estimates, etc., must always be accompanied by letters of transmittal 587
proposals must accompany same 600
investigations, examinations, etc 682
duty, officers detailed to laboratory shall be considered as on 686
Spelling, authorities on 663
State holidays 319
Stationery, blanks, and books 581-583
requisitions for, will be made semiannually 581
samples of printed envelopes to be inclosed 582
Station, change of, commissioned officers subject to 21
Stations, assignment of officers to 147
of first class shall not be left without the presence of a medical officer, etc 296

Paragraph.
Stations, of first class with one officer on duty shall not be left without the presence of the officer or steward 297
records to be kept at 630
second class, records to be kept at 631
third class, records to be kept at 632
fourth class, records to be kept at 633
third class 403, 404
fourth class 405-412
journal kept at 637
Steward to keep record of articles drawn by him 78
Stockings, elastic 598
Subordinate employees below grade of hospital steward shall be known as attendants 61
Subordinates and officers subject to orders of Supervising Surgeon-General 10
or patients, maltreatment of, not permitted 262
Subsistence and contracts 551-573
laundry supplies, forage, etc., not furnished by Bureau, how obtained 551
estimates for, to be forwarded 552
Subsistence and contracts:
Articles and quantities of allowed stations 553
Schedules to be furnished dealers 554
Schedules to be made specific 555
Collusion among dealers 556
Dealers, collusion among 556
Advertisement to be made in newspapers 557
Bills for advertising, how paid 557
Advertisements, bills for, how paid 557
Instructions for dealers 558
"Proposals for hospital supplies" to be marked on envelope by dealer 558
Bids, three required in each class of supplies 559
Bids from responsible dealers desired 560
Schedules, separate, for each of the different classes of articles to be made 561
Schedules, changes in, may be made 562
Samples to be submitted 563
Proposals, opening of 564
Comparative schedule of proposals to be forwarded 565
Contracts when completed to be forwarded 566
Contracts, period of 567
Contract, legal requirements of signing 568
Contracts and agreements, how made and certified 569
Contracts, officers may have benefit of 570
Contracts or agreements, approval by Department required 571
Inspection of supplies 572, 573
Commanding officers to inspect supplies 573
Subsistence, record of, to be kept of articles drawn by steward 78
will be allowed hospital stewards 77
when allowed officers and their families 100
and laundering, when officers are entitled 104
or quarters not furnished in marine hospitals to persons who are not employed therein 108
purchases outside of contracts, how made 602
Subvouchers shall be securely attached to bills 617
Successful examination does not assure appointment 31
Sunday to be properly observed 320
Supervision of relief 356
Supplies, inspection of 572, 573
Supply table, official, of the Marine-Hospital Service 576
medical 590
Supervising Surgeon-General:
Appointed by President 6
Salary of 7
Selected from among surgeons when a vacancy occurs 8
Duties of 9
Officers and subordinates subject to the orders of 10
Ranking medical officer to perform duties during absence or sickness of 11

Supervising Surgeon-General—Continued. Paragraph.
May designate assistants in his office to issue orders pertaining to routine work. 12
Orders of assistants to be issued "by direction of" 13
To supervise officers and employees 14
To see that public property is accounted for 15
To prepare and revise regulations 16
To certify to services and that prices paid for travel were just, etc 163
May grant leave for one month 175
Surgical appliances and special apparatus not to be purchased without authority 594

T.

Telegrams for leave of absence, etc., will not be sent or paid for as "official business" 666
Telegraph vouchers 615
for official purposes, Department circulars to be observed 664
Telegraphing, instructions concerning 665
Temporary duty while on leave 168
relief only contemplated 398
treatment only furnished in marine hospitals 486
command, officers in, not to make changes in routine 267
charge of station, officer in, status of 268
relief only contemplated 398
Testimonials, false, disqualify applicant for appointment 19
Tonnage dues, maintenance of service borne by, receipts from 674
tax, Commissioner of Navigation to forward monthly aggregate collections of 675
Tour of duty of commissioned officer at marine hospitals and stations of second class four years 146
quarantine station three years 146
Treatment, period of, not to be reckoned as absence from vessel 382
Transmittal, letters of, will accompany bills 610
letters of 649
Transfers of station, officers and attendants to keep Supervising Surgeon-General informed of their movements 148
To report promptly date of departure and date of arrival 148
Transfer of the command of a station, ceremonies attending the 151
patient from another station 423
patients 426, 434
Transportation orders to be furnished 158
of books and instruments without expense to officer 167
sick seamen; details of 457
bills for 459
Traveling accounts to be sworn to 162
expenses allowed 154
officer entitled to, upon change of station, while on leave of absence 156
to be advanced by officers and attendants 157
reimbursement of 159
allowances for 160
actual 160
vouchers for 161
allowed attendants 164
Traveling-expense account, Supervising Surgeon-General to certify to prices paid, services performed, etc 163
Travel allowances, officer entitled to, when assigned to duty while on leave 155
while on leave 169
Trespassing on grounds to be reported to United States district attorney 524
Twenty days' relief at third and fourth class stations 438, 450

U.

Unclaimed moneys, etc., receipts accruing from, how deposited 618
and effects of deceased patients shall be delivered to proper customs officer 621
property of deceased seamen to be sold after one year 623
money and effects of seamen, how to render accounts 624
Uniform, any article of civilian dress not allowed to be worn by an officer when in 208
when overcoats shall be worn 209
negligence concerning, to be reported 210

Paragraph.
Uniforms 204-237
to be worn 204
obligatory 205
of respective grades to be worn 206
when to be worn 207
newly appointed officers to provide 211
commanding officer required to instruct each attendant concerning 212
to be procured within thirty days from appointment 212
inspection of 213
when they may and may not be worn 213
when may be worn 214
not to be worn when on duty at Bureau 215
badges may be worn 216
Uniform for Supervising Surgeon-General:
Full dress 217
Dress 218
Fatigue 219
Uniform for commissioned officers 220-226
Full dress 220
Dress 221
Fatigue 222
White 223
Sword and belt, how worn 224
When on duty at quarantine stations 225
Gloves always worn with sword 226
Uniform for noncommissioned officers 227-237
fatigue, for acting assistant surgeon 227
white, for acting assistant surgeon 228
fatigue, for internes 229
white material for internes 230
junior officer to explain when unable to appear in 232
dress for hospital stewards 231
fatigue for hospital stewards 232
white for hospital stewards 233
dress for attendants 234
working suits for attendants 235
white cap for attendants 236
regulations to be observed at quarantine stations 237
Uniforms, officers and attendants detailed in hygienic laboratory not required to wear 683
Unserviceable property 538-550
Room for 538
Arrangement for inspection of 539, 542
Care of 540
Inventory of, to be forwarded 541
Disposition of condemned articles 543
To be inspected but once 549
Officers not to purchase 550
Will be inspected by officers making general inspections 342
Unsuccessful applicants may be reexamined after one year 33

V.

Vacancies, selection to be made of one of three applicants standing highest 65
commanding officer will forward name selected to Department for approval 65
in position of attendants, how filled 65
at stations among attendants 68
officer shall not offer position to an attendant employed at any other station 68
Verbal permits for leave for less than twenty-four hours not counted 178
orders to dealers prohibited 603
Vessels, seamen on board of, officers not required to visit 415
Violations of law or regulations to be reported 340
Visiting days 314
Visits, official, to station 352
Vouchers for traveling expenses 161
preparation of, for payment 609
Voyage, expenses for sickness during, will not be paid 391

Relief—Continued. Paragraph.
History of patient to be forwarded to Bureau 465
Laws governing commitment of insane seamen to local asylums to be observed 466
Applications from Pacific Coast to be reported by telegraph 467
Deceased seamen's relatives to be notified 468
burial expenses 569
Navy, United States, seamen of, entitled to treatment 470
Coast Survey, United States, seamen of, entitled to treatment 470
Foreign seamen entitled to treatment 471
Bills for care and treatment 472
Officers shall collect all bills for care of seamen of Government services, etc 473
Bills for care and treatment of foreign seamen, etc 472
Monthly accounts to be rendered 473
Notification of amount of bill 474
Charges for care and treatment of foreign seamen 475
Revenue-Cutter Service 476–478
Officers and crews of, to receive hospital or out-patient treatment 476
Officers or seamen to be admitted to station of first class and contract hospitals 477
Out-patient treatment, where and how furnished 478
The Mississippi River Commission, officers and crews of vessels of, entitled to relief except at stations of fourth class 479
Life-Saving Service 482–486
An applicant must furnish certificate of service 482
Requirements of certificate 483
Sick or injured keepers and surfmen admitted to hospital or as out-patients when stations are open 484
Sick or injured keepers and surfmen admitted to hospital or as out-patients when stations are closed 485
Keepers and surfmen admitted to hospital or as out-patients when stations are closed 485
Temporary treatment only furnished in marine hospitals 486
Light-House Service, officers and crews of, entitled to relief, without charge 487
Repairs, etc., to be reported 494
material for, need not be accounted for 537
to property shall form basis of separate communications 588
or purchases, proposals must accompany special requisitions for 600
and improvements, commanding officers to make detailed statement of 644
preservation of public buildings 645
commanding officers to forward estimate for 645
Repayments to the Marine-Hospital fund 474
for foreign seamen, etc 620
Replies to Department letters, instructions concerning 658
Report of inspection. If unfavorable, recommendation will be made 339
Reports:
Monthly, to be made by officers 639
Monthly, to be made by officers and other physicians of diseases and injuries, etc 640
"Nomenclature of diseases" shall be observed in preparing medical and surgical reports 641
Medical inspection of seamen, transcript of record of, to be made 642
Reports of necropsies 643
Commanding officers to forward yearly report of repairs 644
Estimates for repairs at stations to be forwarded 645
Reports of inspection of immigrants 646
Official forms to be used 647
"No transactions" to be written across face of blank in certain cases 648
Letters of transmittal 649
Orders convening boards 650
Copies of official reports to be filed at stations 651
List of attendants to be transmitted, etc 652
Official communications, how they should be addressed 653
Official communications free of 654
Official signatures and addresses 655
References and indorsements 656
Circulars, Department or Bureau, relating to Marine-Hospital Service 657
Date and number in the annual series of the Marine-Hospital Service to be given 657
Instructions concerning replies to Department letters 658
Official communication formulas 659
Official communications to be forwarded through commanding officer 660
Letter-press copies to be taken of all official letters 661
Reports of boards to be transmitted to or through the Supervising Surgeon-General 662

Reports—Continued. Paragraph.
Authorities on spelling 663
Telegraph for official purposes, Department circulars to be observed 664
Telegraphing, instructions concerning 665
Telegrams for leave of absence, etc., will not be sent or paid for as "official business" 666
Preservation of records at stations 667
Ink, kind of, to be used 668
Abbreviations of words must be avoided 669
Metric system, instructions concerning 670
Centigrade scale, officers shall make use of 671
Files for letters at stations, instructions concerning 672
Circular letters, a separate file to be kept at each station 673
Reports 639–652
monthly, to be made by officers 639
of inspection of unserviceable property will be forwarded in duplicate 548
necropsies 643
inspection of immigrants 646
boards to be transmitted to or through the Supervising Surgeon-General 662
sanitary condition of ship by officer detailed on same 692
Reservation, junior officers shall not leave, without consent of commanding officer 293
commanding officer leaving, shall notify officer next in rank 295
Resignation, leaves not granted when tendered 194
of officer while on duty 84
of assistant surgeon to be requested when failing at second examination 46
Requirements for appointment as assistant surgeon 18
Requisitions 574–580
for supplies, commanding officers shall make 574
time of making 575
for medical supplies to be limited 577
liquors and vials, when made 580
stationery will be made semiannually 581
blanks and books will be made semiannually 581
stationery, samples of printed envelopes to be inclosed 582
ink and mucilage should include a year's supply 583
special, each article must be fully described 584
requirements of, defined 585
for articles of hospital equipment must not be made in anticipation of needs beyond fiscal year 586
needed not to be made oftener than once a month 500
Revenue-Cutter Service:
Relative rank of officers of Marine-Hospital Service with officers of 5
Commissioned officers to examine persons desiring to enlist 112
Officers and crews of, entitled to relief 368
Officers and crews of, to receive treatment 476
Officers or seamen to be admitted to stations of first class, and to contract hospitals 477
"Out-patient" treatment, when and how furnished 478
Rank of officers serving on cutters 690
Uniforms, officers serving on cutters 691
Report, sanitary condition of ship by officer detailed on same 692
Officer detailed shall make report of contagious diseases, etc 693
Morning sick report to be submitted to commanding officer 694
Analyses of water, medical officer to make, and report of its purity 695
Medical officer detailed on cutter shall have charge of medical stores, etc 696
Medical officer shall examine medical supplies 697
Medical officer detailed on, shall keep a record of professional work 698
Revenue cutters, commutation of quarters not allowed officers when on duty on board of 93
Rooms to be used for official purposes only 492
Routine, changes in, not to be made by officers in temporary command 267

S.

Salaries of deceased officers—payment to be made to legal representative 102
Salary of Supervising Surgeon-General 7
tables, Government, to be adhered to 88
to begin from date of oath of office 89
Salute to be given 275
Samples of subsistence to be submitted 563

LANE MEDICAL LIBRARY

To avoid fine, this book should be returned on or before the date last stamped below.

Ill U.S. Marine hospital
B23 service. Revised
1897 regulations. 8969

NAME	DATE DUE